occupational Outlook Report





Madera County



Occupational Outlook Report 2003 Cover

Our Wine Tradition

It's the Valley's Best Kept Secret - working wineries just a few minutes drive from downtown Madera and just across the river from Fresno. Madera County has a long tradition producing wine and is one of the oldest grape growing regions in America.

The Madera Vintners Association was organized in 2001 as a collaborative effort by the valley's maverick winemakers, a group of dedicated individuals whose common purpose is to promote excellence in winemaking and helps direct a region rich in potential through a commitment to modern winemaking techniques and sustainable vineyard practices.

As early as the late 1800's, settlers from Italy, France, and Armenia came to Madera County to homestead small farms. They brought with them old world winemaking expertise and planted grapes to produce wine. Before the turn of the century, Madera County was host to two wineries that shipped wines bearing the Madera label to places all over the world. Few of these original wineries survived Prohibition, but new wineries emerged in the 1930's to fill their absence

Madera County has long been known for producing internationally recognized, world class dessert wines and ports. Recently, many new, small family owned wineries have developed to join these flagship premium wineries. This current renaissance is driven by the recognition that Madera County is a unique grape growing region. Our microclimate is bounded and cooled by the San Jaoquin River on the southwest and the Sierra Nevada Mountains to the east. Warm summer temperatures combined with varied soil types provide a foundation for the full development of the grapes. Recognizing these distinctive characteristics, Madera was recognized as an American Viticultural Area in 1985.

Sponsors for the 2003 Occupational Outlook Report



Herman Perez Division Administrator Tracie Scott-Contreras Manager

Bruce Christensen Survey Technician Nivia Oliveira Program Analyst



Sally L. Frazier, Ed.D. Superintendent

MADERA COUNTY
INVESTMENT BOARD

Art Salazar Chairman









Acknowledgements

The 2003 Occupational Outlook Report presents accurate data on Madera County's labor market. This occupational information comes from hundreds of personal interviews with employers throughout Madera County. The Workforce Development Office (WDO) is one of nine agencies connecting employers with job seekers at the Workforce Assistance Center, Madera's "One-Stop" facility.

A "Customer-Focused System" in a "One-Stop" center was presented, by the United States Congress, in the Workforce Investment Act of 1998. The "One-Stop" Center is "designed to meet the needs of . . . businesses, job seekers and those who want to further their careers." Through the agencies in the "One Stop" a customer is able to easily receive services like skills assessment, current information on local employment, training and educational opportunities; or eligibility evaluation for: unemployment insurance, education/training scholarships, and career counseling.¹

Herman Perez, WDO's Division Administrator says, "Customers come to the Workforce Assistance Center looking for work. We do not want to weigh them down with the process, but help them enter a career path." Quality labor market information gives customers another tool for making wise career decisions. "We are here to assist people in building their careers."

The Workforce Investment Board provides the "One-Stop" Workforce Assistance Center oversight, policy direction, strategic planning and approval for projects; including the labor market information system. The Youth Council, (a subgroup of the local board), recommends youth services that provide youth directed initiatives and coordination. The Workforce Investment Board is an administrative body of volunteers from the community representing: business, education, community based organizations and economic development agencies.

The Workforce Development Office receives administrative assistance from The Madera County Office of Education. The Madera County Office of Education provides the Workforce Development Office with: human resource services, fiscal appropriations, and infrastructure management, through "Workforce Investment Act" funding.

The Workforce Development Office produces the Madera County Occupational Outlook Report and Training Directory. The Employment Development Department (EDD), Labor Market Information Division (LMID), and California Cooperative Occupational Information System (CCOIS) Group, in Sacramento, oversees and guides the production of thirty Occupational Outlook Report projects for California's fifty-eight counties. CCOIS is a division of the Employment Development Department's, Labor Market Information Division.

To Herman Perez, Tracie Scott-Contreras, Bruce Christensen, Tony DiNapoli, Mehdi Mirsadjadi, Nannette Potter, Bertha Vega and the hundreds of helpful employers in our county, thank you for your help on this year's publication. We hope this tool serves you well.

Please contact Nivia Oliveira with any questions related to this report. Phone: (559) 662-4600. Email: noliveira@maderacoe.k12.ca.us

Workforce Investment Act of 1998, U.S. Department of Labor Employment and Training Administration, September 1998



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We have surveyed 138 occupations since 1995, for information on occupations not in this report please contact Nivia Oliveira @ (559) 662-4600.

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Introduction

The purpose of the 2003 Occupational Outlook Report is to illustrate occupations in Madera County based on interviews with employers. Our readers, among others, include high-school students researching careers, businessmen accessing local labor costs, and statisticians analyzing labor trends.

Employers often focus on sections of the occupational descriptions dealing with Wages, Benefits, Supply and Demand or Employment Trends. Job seekers may look at Job Descriptions, Desired Qualifications, Licensing/ Certification, Where the Jobs Are and Recruitment Methods. Vocational Career Specialists may direct their clients to Employment Trends, Turnover, and Training Sources. Teachers and guidance counselors may refer to Occupational Descriptions and Qualifications, to help their students review skill sets and establish career goals.

Researchers and regional planners can use the Occupational Outlook Report for statewide and national labor market comparisons. Training providers have access to current employer based occupational information. The 2003 Occupational Outlook Report is designed to be used by a broad spectrum of readers.

This report is one perspective of the labor market in Madera County. Changing economic factors like: new businesses starting, factories closing or interest rates fluctuating are not reflected in this report. This report is not a comprehensive economic analysis of Madera County. The 2003 Occupational Outlook Report is a concise look at sixty-two occupations in Madera County from 2001 through 2003.

Federal law, state mandates, county guidelines, and local accountability create a network ensuring accurate information in useable formats. The network includes (the California Career Resources Network (CalCRN) representing California's:

- Employment Development Department
- Chancellor's Office Community Colleges
- Bureau for Private Post Secondary & Vocational Education
- Trade & Commerce Agency
- Department of Rehabilitation
- Department of Social Services
- Employment Training Panel
- Department of Education

EDD's Labor Market Information Division, through the California Occupational Information System, promotes the development, distribution and use of local occupational information in California. The Labor Market Information Division ensures the accuracy of this data and generates statistics for the *Employment Trends* and *Where the Jobs Are* tables in the report.

We hope the 2003 Occupational Outlook Report serves to bridge employers' and job seeker's employment needs.



The Layout of the Occupational Summaries

Summaries for all of the eighty-two occupations surveyed in this report are laid out in the same format. Each occupational summary lists the year the occupation was studied, occupational title, and description. The number listed below the occupational title is the *Occupational Employment Statistics code*. The *OES c*ode is for quick and accurate reference to the occupation. For the occupations studied in 2003 *Standard Occupational Classification* system was used. The number of employers surveyed, total number of jobs represented, and percentages of males/females working in the occupation, are listed below the occupation description.

The following categories and information are used for all the occupations studied:

Alternate Job Titles:

Job titles local employers commonly use.

Wages:

Wage ranges and the median wage are presented here for three levels of experience: new hires with no experience, new experienced hires, and employees who have been with the firm for more than three years. Wages are shown to the nearest cent for ease of comparison, but this should not be interpreted as an indication of precision. Extreme wages are not included. Minimum wage in effect for the survey year was \$5.75 in 1999 and 2000, \$6.25 in 2001, and \$6.75 in 2002.

Benefits:

Contains information on the percentage of employers providing benefits to their employees and who pays for the benefit for full time employees

Mours:

The percentage of employees working various hours per week

Promotional Opportunities:

The percentage of employers promoting and positions they tend to promote to

Employment Trends:

This section shows EDD's projections of the estimated size of the occupation in Madera County, its projected growth rate, Madera County's average projected growth rate (for comparison), and the number of job openings expected over seven years.

Turnover:

This is the rate that positions were filled in the last year, due to vacancies from promotions and employees leaving their positions compared to the total employment in the occupation from all surveyed employers.

Supply and Demand:

This section breaks down the difficulty employers have filling openings for this occupation, with experienced and inexperienced qualified applicants. Degrees of difficulty are:

Not Difficult, supply of qualified applicants is much greater than the number of job openings, very competitive.

Moderately Difficult, employer demand is somewhat greater than the supply of available applicants some competition.

Very Difficult, employer demand is considerably greater than supply of qualified applicants, <u>little or no competition</u>.

Shifts:

Lists what percent of employers offer various shifts

Where the Jobs are:

Shows what industries the occupation is found in

Experience and Training:

Lists whether employers require prior experience and training, the type of training, and length of training required

MEducation:

Lists the formal education level employers require. Generally the higher the level of formal education the better the salary and benefits will be. Formal education, however, does not guarantee a job, and may not provide skills required to do the work. Work experience and technical training may be required to enter an occupation).

License and Certifications:

These requirements are from:

The California Professional License Handbook, 6th Edition

The California Occupational Guides

Training Sources:

Local training providers, programs, location and contact numbers are listed in Appendix A.

Recruitment Methods:

The three most successful methods of finding new employees and the percent of employers using these methods

Desired Qualifications:

Employer descriptions of what is required to successfully do the job.

Computer Software Skills:

Software skills that employers desire



Methodology

The methods used to compile this report break down into five categories: Occupational Selection, Sample Selection, Questionnaire Development, Data Collection and Tabulations. These methods are designed by the Employment Development Department, (EDD) and implemented in Madera County by the Workforce Development Office. This section explains how the data is acquired and processed.

Occupational Selection

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by the Madera County Workforce Development Office (MCWDO) staff to narrow down the list of occupations to be surveyed. The criteria were:

- The occupation has a substantial employment base in the county
- There is a substantial number of projected job openings in the county
- The potential salary level is \$8.00/hr. or more

For the first two criteria (substantial employment base and projected number of job openings), occupational forecast tables, prepared by the California Employment Development Department (EDD), were reviewed. These tables provided past, present and future employment rates by occupation and projected job growth for occupations in Madera County. Using these tables, occupations that showed a strong projected growth rate and/or had a substantial employment base and were expected to have a substantial need for replacement employees were selected.

A preliminary list of 50 occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of the MCWDO, employers, and Labor Market Information Division (LMID). With input from these organizations, occupations were dropped and others added until a final list of 22 occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

Questionnaire Development

Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed databases on employers and occupational staffing within industries chose a representative sample of employers for each of the occupations. A nurse aid would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries--health services, retail trade, manufacturing, etc.

This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by MCWDO staff, and employers were added and deleted, as appropriate, to obtain a sample of 40 employers, except for the following five occupations for which 40 employers could not be found in Madera County in 2003: Dental Hygienists (13), Dental Assistants (14), Hotel, Motel, and Resort Desk Clerks (13), Painters, Construction and Maintenance (11), Plumbers, Pipefitters, and Steamfitters (10), and Heating, Air Conditioning, and Refrigeration Mechanics and Installers (8).

A basic questionnaire was used for all occupations. The MCWDO staff developed local questions that were added to each questionnaire prior to beginning the survey.

■ Data Collection

If there were forty potential employers for one of the occupations studied, 15 questionnaires, from that employer sample, for the specific occupation had to be completed. The smaller the number of employers for an occupation, the higher the response rate was required (completed questionnaires) for that occupation.

When an employer did not respond to the questionnaire, it was replaced with an employer selected from the Confidential Listing of Employers, (CLUE) supplied by the Labor Market Information Division (LMID), or from local employer information sources.

Employers that did not employ the occupations we surveyed, were out of business, or could not be contacted, were inactivated from our employer sample listing. MCDWO staff contacted employers by phone and completed the questionnaires over the phone or by fax. This process involved verifying the employer's company name and address, identifying a contact name and position, explaining the purpose and scope of the Occupational Outlook Report, and assuring all employers interviewed that the information they share remains confidential.

Tabulations

Each occupational summary shows education, training and hiring requirements, the occupation's size, employment trends, the occupation's supply/ demand, wages and benefits, along with other useful occupational information.

The occupational summaries result from the questionnaires being coded into a database and analyzed by staff both at the Workforce Development Office and LMID.

Key Terms:

<u>Term</u>	<u>Criteria</u>
All	100% of respondents
Almost	80% to 99% of respondents
Most	60% to 79% of respondents
Many	40% to 59% of respondents
Some	20% to 39% of respondents
Few	Less than 19% of respondents

Size of the Occupation:

An occupation's size is defined by the following:

Percent of Madera County's Total Wage		
<u>Term</u>	Salary Employment	
Small	Less than 0.15	
Medium	.15 to but not including .30	
Large	.30 to but not including .65	
Very Large	.65 and above	

Projected Growth Rate:

<u>Term</u>	<u>Definition</u>
Much Faster than Average	1.50 times Madera County Average
Faster than Average	1.10 to but not including 1.50 times Madera County average
Average	0.90 to but not including 1.10 times Madera County average
Slower than Average	0.10 to but not including 0.90 times Madera County average
No Significant Change	-0.10 to but not including 0.10 times Madera County average
Slow Decline	less than –0.10 times Madera County



Occupational Profiles

ACCOUNTANTS AND AUDITORS

2001

15 Employers Surveyed

31 Jobs Represented

58% Male

42% Female

Description:

OES Code: 211140

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Alternate Job Titles:

Controller, Business Manager, Finance Director, Chief Finance Officer, and Staff Services Analyst.

Wages:

	Range	Median
New, No Experience Union	\$12.47 to \$14.42	\$13.45
New, Experienced Union	\$11.51 to \$23.97	\$17.05
3 Years with Firm Union	\$14.38 to \$28.77	\$20.38

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	33%	60%
Dental	27%	47%
Vision	20%	27%
Life	20%	33%
Sick Leave	67%	7%
Vacation	87%	7%
Retirement	13%	60%
Child Care	0%	7%
Other	0%	0%

Mours:

	Full Time	Part Time
% of all Employees	81%	19%
Average Hours Per Week	41	27

Promotional Opportunities:

40% Don't Promote 60% Promote

Promotional opportunities may lead to positions such as Senior Accountant, Controller, CPA, or Accounting Officer. Also, promotions/advancements may be dependent upon job availability which implies, in certain firms, employees can test for positions and be placed on a waiting certification list for

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 140 employees 2001 Growth Rate: 3.6% - Slower than the average 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 40 Job openings

Turnover

3% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day.

Elementary and Secondary Schools
Accounting, Auditing, and Bookkeeping
Local Government

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	80%	20%	0%	47	
Other Occupational Experience Accepted	27%		73%	26	Financial Records, Bookkeeping, Purchasing Accounting Clerk, and Office Administration
Training Acceptable in Lieu of Experience	0%		100%	0	
Technical or Vocational Training	0%	0%	100%	0	No required training

M Education:

Required

Minimum level of education required by employers when hiring an applicant.:

20% Associates' Degree (2 Years)		
73%	Bachelor's Degree (4 Years)	
7%	Graduate Study	

Recruitment Methods

The top three most successful methods:

I	60%	Newspaper Ads
	47%	Employee Referrals
	33%	In-House Promotion or Transfer

License and Certifications:

The license is only required to become a CPA. The requirements are:(1) college degree in Accounting or related field, and 36 months experience with a CPA, or (2) acceptable equivalent combination of education and experience, (3) passage of Ethics exam given by California Society of Certified Public Accountants.

Name Desired Qualifications

Essential: knowledge of business math, problem solving skills, computerized accounting systems, and budget analysis skills; ability to use accounting software and write effectively.

Important: ability to supervise, attention to detail, work under pressure, work independently, read and comprehend information quickly, and oral communication skills.

Other: computer literacy.

Training Sources

Training can be obtained in vocational schools and postsecondary institutions, and colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

80%	Word Processing
80%	Spreadsheet
73%	Database
20%	Desktop Publishing
80%	Customized Accounting Software
7%	Windows Systems

ACCOUNTANTS AND AUDITORS

CCOIS

ADMINISTRATIVE ASSISTANTS

2001

OES Code: 169167997 15 Employers Surveyed

41 Jobs Represented

2% Male

98% Female



Administrative Assistants aid executives by coordinating, analyzing, and improving office services, such as personnel, budget, and operating practices. They analyze personnel requirements, study methods of improving performance standards, and analyze jobs for wage-and-salary adjustments and promotions. They analyze budgetary requirements and expenditures, and study methods to implement cost reduction. They analyze operating practices and create new systems or revise established procedures to simplify and improve reporting procedures, work flow, record keeping systems, forms control, office layout, or suggestion systems. They interpret operating policies, prepare reports with recommendations for solutions of administrative problems, and answer correspondence. They may direct services, such as maintenance, repair, supplies, and mail.

Alternate Job Titles:

Office Manager, Production Clerk, and Human Resource Assistant.

Nages:

	Range	Median
New, No Experience Union	\$7.50 to \$9.00	\$8.25
New, Experienced Union	\$8.00 to \$14.91	\$11.51
3 Years with Firm Union	\$9.50 to \$20.14	\$13.65

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	33%	0%	53%
Dental	27%	0%	47%
Vision	27%	0%	33%
Life	33%	0%	20%
Sick Leave	73%	0%	13%
Vacation	80%	0%	7%
Retirement	33%	7%	47%
Child Care	0%	7%	7%
Other	0%	0%	0%

Mours:

	Full Time
% of all Employees	100%
Average Hours Per Week	40

Promotional Opportunities:

40% Promote 60% Don't Promote

Promotional opportunities may lead to positions such as Manager, Director, and into Sales Department.

Employment Trends:

EDD Projections

2001 Size: Not available

2001 Growth Rate: Not available2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): Not available

Turnover

13% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift.

Where the Jobs are:

No Available Data

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	80%	20%	0%	27	
Other Occupational Experience Accepted	80%		20%	26	Clerical, Teaching, Retail, Customer Service Rep., Billing, and Manager
Training Acceptable in Lieu of Experience	27%		73%	9	
Technical or Vocational Training Required	0%	27%	73%	12	Secretarial, Clerical, Computer Field, and Management

M Education:

Minimum level of education required by employers when hiring an applicant.:

	13%	Less than High School
	61%	High School
	13%	Associates' Degree (2 Years)
Γ	13%	Bachelor's Degree (4 Years)

License and Certifications:

None.

Training Sources

Administrative Assistants, aside from on the job training, often learn office skills through business courses taken in high school, junior college, or private technical school. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

The top three most successful methods:

I	67%	Newspaper Ads
	47%	In-House Promotion or Transfer
	40%	Employee Referrals

№ Desired Qualifications

Essential: knowledge of functions and secretarial operations of an administrative office, modern office practices, procedures and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, and methods of collecting and organizing data and information; possession of record-keeping techniques; ability to compose effective correspondence independently, establish and revise priorities of clerical work and office activities, and analyze situations accurately and adopt an effective course of action

Important: possession of report writing skills; ability to maintain a variety of complex and confidential files and records, use a computerized information system, and folow oral instructions. **Other**: possession of basic public relations techniques; ability to operate a computer and assigned software.

Computer Software Sought

	- Compared Colon Mare Colon Silv					
	100%	Word Processing				
80% Spreadsheet						
	73%	Database				
	40%	Desktop Publishing				
	27% Industry Related Software					
	20%	Other				

ADMINISTRATIVE ASSISTANTS

CCOIS

ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION

2001

OES Code: 939560

15 Employers Surveyed

306 Jobs Represented

86% Male

14% Female

N Description:

Assemblers and Fabricators (except Machine, Electrical, Electronic and Precision) in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

Alternate Job Titles:

Pump Mechanic, Mechanic, Production Worker, Line Operator, and Stacker.

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$8.70	\$7.50
New, Experienced Union	\$6.25 to \$12.00	\$8.50
3 Years with Firm	\$7.50 to \$16.51	\$11.00
Union		

Promotional Opportunities:

50% Promote 40% Don't Promote

Promotional opportunities may lead to positions such as Press Operator, Sheet Metal Worker, Foreperson, Supervisor, Welder, Rip Saw Operator, Shipping & Receiving Clerk, Checking Area Clerk, or Production Clerk III

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	29%	64%
Dental	7%	50%
Vision	7%	21%
Life	36%	14%
Sick Leave	21%	21%
Vacation	79%	14%
Retirement	29%	21%
Child Care	0%	7%
Other	7%	0%

Other Benefit Listed: Help with education.

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 330 employees 2001 Growth Rate: 7.4% - Much faster than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 170 Job openings

Turnover

14% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 20% had swing-shift, 7% had graveyard shift.

Mours:

	Full Time	Temp or on Call	Seasonal
% of all Employees	95%	1%	4%
Average Hours Per Week	44	20	50

Automobiles and Other Motor Vehicles
Refrigeration and Heating Equipment
Sporting and Athletic Goods
Manufacturing Industries

<u> </u>					
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	7%	7%	86%	12	
Other Occupational Experience Accepted	50%		50%	12	Welding
Training Acceptable in Lieu of Experience	0%		100%	0	
Technical or Vocational Training Required	0%	7%	93%	6	Manufacturing

M Education:

Minimum level of education required by employers when hiring an applicant.:

27%	Less than High School
73%	High School

Recruitment Methods

The top three most successful methods:

80%	Walk-In Applicants
60%	Employee Referrals
47%	Newspaper Ads

National License and Certifications:

None.

Desired Qualifications

Essential: attention to detail, manual dexterity, good eye-hand coordination, and mechanical aptitude; ability to use and read tape measure; use hand tools, and full use of hands, arms, and fingers.

Important: knowledge of record keeping; ability to stand for prolonged periods of time.

Other: basic math; punctuality, ethics; ability to work under pressure, work as part of a team, work independently, read blueprints, and operate computer controlled tools.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

50%	Word Processing
50%	Spreadsheet
50%	Database
50%	Industry Related Software

ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION

CCOIS

AUTOMOTIVE MECHANICS

2001

OES Code: 853020

12 Employers Surveyed

59 Jobs Represented

100% Male

0% Female

Description:

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.



Automotive Service Technician.

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$8.00	\$6.88
New, Experienced Union	\$6.25 to \$13.42	\$9.25
3 Years with Firm Union	\$12.00 to \$19.00	\$14.75

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	33%	42%
Dental	17%	42%
Vision	17%	25%
Life	25%	0%
Sick Leave	42%	0%
Vacation	75%	8%
Retirement	42%	33%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time
% of all Employees	100%
Average Hours Per Week	40

Promotional Opportunities:

83% Promote 17% Don't Promote

Promotional opportunities may lead to positions such as Journeyperson, Manager, Foreperson, Supervisor, Light Lineperson, ASE Registered Mechanic, Service Advisor, or Service Writer.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 120 employees 2001 Growth Rate: 2.6% - Slower than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 40 Job openings

Turnover Turnover

20% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift.

New and Used Car Dealers
General Automotive Repair Shops
Auto and Home Supply Stores
Gasoline Service Stations
Automotive Repair Shops

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	50%	33%	17%	20	
Other Occupational Experience Accepted	30%		70%	9	Mechanical, Auto Electrical, Body Work, Computerized Electrical
Training Acceptable in Lieu of Experience	70%		30%	9	
Technical or Vocational Training Required	17%	50%	33%	12	ASE Certification and Auto Mechanic Program

M Education:

Minimum level of education required by employers when hiring an applicant.:

25%	Less than High School
75%	High School

Recruitment Methods

The top three most successful methods:

1110 00	p timee most successful methods.
75%	Newspaper Ads
58%	Word of Mouth
50%	Employee Referrals

License and Certifications:

The standard credential for automotive mechanics/service technicians is voluntary certification by Automotive Service Excellence (ASE). Certification is available in eight different service areas including: electrical systems, engine repair, brake systems, suspension, steering, and heating & air conditioning. For certification in each area, mechanics and technicians must have at least 2 years of experience and pass a written examination. To be certified as a master automotive mechanic, a person must be certified in all eight areas. Many dealers require a set number of mechanics, or technicians, trained in each specialty.

Desired Qualifications

Essential: knowledge of carburetion and fuel injection systems; possession of a valid driver's license with good DMV record, safe work practices, and oral communication skills; ability to operate electronic automotive diagnostics equipment, tune-up engines, repair vehicle and air conditioning systems, repair brakes, repair carburetors, repair emissions controls, and front-end alignment. Important: possession of a certificate of Smog Control mechanic, Brake Check certificate, Auto Service excellence (ASE), and certified in auto air conditioning, maintenance & repair.

Other: knowledge of computer and basic keyboarding; possession of basic math and oral communication skills.

Training Sources

Training can be obtained through a 2-year technical or community college, and secondary schools with vocational programs. Completion of an automotive mechanic program may substitute for 1 year of experience. In some cases, graduates of ASE programs are certified in up to three specialties.

Computer Software Sought

	1 0
50%	Windows Systems
50%	Internet

AUTOMOTIVE MECHANICS

CCOIS

BILLING, COST AND RATE CLERKS

2001

OES Code: 553440

15 Employers Surveyed

71 Jobs Represented

8% Male

92% Female

No Description:

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

Alternate Job Titles:

Accounts Payable & Receivable, Account Clerk, and Patient Account Representative.

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$11.99	\$8.25
New, Experienced Union	\$6.25 to \$12.95	\$9.22
3 Years with Firm Union	\$6.25 to \$20.00	\$11.23

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	33%	0%	33%
Dental	33%	0%	20%
Vision	27%	0%	7%
Life	27%	0%	7%
Sick Leave	60%	0%	0%
Vacation	73%	0%	7%
Retirement	27%	7%	53%
Child Care	0%	0%	0%
Other	0%	0%	0%

M Hours:

	Full Time	Part Time
% of all Employees	97%	3%
Average Hours Per Week	40	18

Promotional Opportunities:

47% Promote 53% Don't Promote

Promotional opportunities may lead to positions such as Office Manager, Staff Accountant Manager, Senior Billing, Cost & Rate Clerk, Payroll Clerk, Bookkeeper, Supervisor and Administrative Assistant. Advancement can be achieved by taking on more duties in the same occupation with higher pay.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 80 employees

2001 Growth Rate: 7.1% - Much faster than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 30 Job openings

Turnover

19% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult



100% of employers had day.

Offices and Clinics of Doctors of Medicine	
General Medical and Surgical Hospitals	

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	46%	27%	27%	19	
Other Occupational Experience Accepted	73%		27%	15	Bookkeeping, Clerical, Receptionist, Collections, Receiving Clerk, and Customer Service
Training Acceptable in Lieu of Experience	36%		64%	9	

Technical or Vocational Training Required	7%	7%	86%	6	Health Insurance Specialist and Billing Program
--	----	----	-----	---	--

N Education:

Minimum level of education required by employers when hiring an applicant.:

	87%	High School
Ī	13%	Associates' Degree (2 Years)

Recruitment Methods

The top three most successful methods:

	F	
60%	Employee Referrals/Newspaper Ads	
33%	Walk-In Applicants	
27%	In-House Promotion or Transfer	

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of billing procedures, bookkeeping procedures, problem solving, and alphabetic and numeric filing skills; possession of data entry skills; ability to operate a numeric 10-key pad by touch.

Important: knowledge of computer applications; possession of telephone answering skills, public contact skills, and organizational skills; ability to work under pressure.

Other: ability to write effectively and perform routine work.

N Training Sources

High schools, business schools, and community colleges, teach office skills. Business education programs and technical training needed for some specialized clerk positions can be obtained in technical institutes and in 2 and 4-year colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

60%	Word Processing	
60%	60% Spreadsheet	
47%	Database	
20%	Desktop Publishing	
80%	Industry Related Software	
7%	Other	

BILLING, COST AND RATE CLERKS

CCOIS

2001

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code: 553380 18 Employers Surveyed

43 Jobs Represented

2% Male

98% Female

Description:

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

Alternate Job Titles:

Account Clerk, Office Finance Manager, and Payroll Clerk.

Wages:

	Range	Median	
New, No Experience Union	\$6.25 to \$12.00	\$7.25	
New, Experienced Union	\$6.25 to \$15.00	\$9.84	
3 Years with Firm Union	\$7.25 to \$18.00	\$12.79	

Promotional Opportunities:

33% Promote 67% Don't Promote

Promotional opportunities may lead to positions such as Accountant, Supervisor, Manager, Director, and Office Manager. Advancement is usually based on further education.

Benefits:

Mours:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	50%	11%
Dental	33%	11%
Vision	22%	11%
Life	28%	6%
Sick Leave	39%	0%
Vacation	67%	0%
Retirement	17%	28%
Child Care	0%	0%
Other	0%	0%

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 410 employees 2001 Growth Rate: 2.3% - Slower than the average 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 90 Job openings

Turnover

2% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift.

Temp

Part

	Time	Time	or on Call
% of all Employees	84%	14%	2%
Average Hours Per Week	40	26	15

Full

Loca	Government
Elen	entary and Secondary Schools

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	72%	17%	11%	19	
Other Occupational Experience Accepted	31%		69%	18	Office Assistant, Clerical, Secretary, Billing, and Bookkeeper
Training Acceptable in Lieu of Experience	44%		56%	10	
Technical or Vocational Training Required	17%	0%	83%	6	Accounting, Bookkeeper, and Accounts Receivable & Payable

Education:

Minimum level of education required by employers when hiring an applicant.:

17%	Less than High School
61%	High School
11%	Associates' Degree (2 Years)
11%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

]	
67%	Employee Referrals/Walk-In Applicants
39%	Newspaper Ads
33%	Word of Mouth

License and Certifications:

Certificate is received upon completion of a vocational training course.

Desired Qualifications

Essential: knowledge of specialized bookkeeping procedures, accounting, and payroll processing; ability to operate a 10-key adding machine by touch.

Important: knowledge of auditing; possession of telephone answering skills; ability to operate office machines and write effectively.

Other: knowledge of basic mathematical computations; possession of speed & accuracy, methodical thinking, and organizational skills.

N Training Sources

Training can be obtained in high schools, business schools and community colleges. Business education programs typically include courses in typing, word processing, shorthand, records management, and office systems and procedures. Programs range in length from one to two years. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

44%	Word Processing
50%	Spreadsheet
22%	Database
77%	Industry Related Software
6%	Windows Systems

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

CCOIS

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

2003

SOC Code: 49-3031

15 Employers Surveyed

41 Jobs Represented

98% Male

2% Female

Description:

Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Alternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience Union	\$13.50 to \$13.50	\$13.50
New, Experienced	\$9.50 to \$15.00	\$12.00
Union	\$12.57 to \$14.44	\$13.73
3 Years with Firm	\$12.25 to \$19.00	\$14.32
Union	\$12.57 to \$16.71	\$14.56

Promotional Opportunities:

27% Promote

73% Don't Promote

Promotional opportunities may lead to positions such as Foreperson and Manager.

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 55 employees 2003 Growth Rate: 1.6% - Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 14 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	53%	0%	40%
Dental	33%	13%	27%
Vision	33%	7%	27%
Life	53%	7%	0%
Sick Leave	40%	0%	0%
Vacation	93%	0%	0%
Retirement	47%	13%	27%
Child Care	0%	0%	0%
Other	0%	0%	0%

Turnover

6% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift, 13% had swing-shift, 7% had graveyard.

Mours:

	Full Time	Part Time
% of all Employees	98%	2%
Average Hours Per Week	40	25

Motor Vehicle Dealers (used only)
Local Trucking, without storage
Elementary and Secondary Schools
Farm & Garden Machinery and Equipment

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	93%	7%	0%	27	
Other Occupational Experience Accepted	46%		54%	24	Automotive, Machinery, Trucks, and Heavy Duty Machines
Training Acceptable in Lieu of Experience	20%		80%	11	
Technical or Vocational Training Required	13%	40%	47%	10	Certification, Diesel Mechanic, and Mechanic

M Education:

Minimum level of education required by employers when hiring an applicant.:

33%	Less than High School
67%	High School

License and Certifications:

None.

Recruitment Methods

The top three most successful methods:

1110 00	three most successful methods.					
80%	Newspaer Ads					
73%	Walk-In Applicants					
47%	Word of Mouth					

N Desired Qualifications

Essential: knowledge of basic auto mechanics, hydraulics, repair diesel engines, and operate electric testing equipment; possession of good DMV driving record, and a valid Class A driver's license; ability to operate power hand tools and lift at least 75 lbs.

Important: knowledge of safe work practices; possession of oral communication skills; ability to work independently and with close supervision.

Other: ability to follow oral instructions, write legibly, and work under pressure.

Training Sources

Formal training of 1-to-2-year programs, given by vocational and technical schools and community and junior colleges, lead to a certificate of completion or an associate degree. Union apprenticeships are available. Apprentices must have a high school diploma or its equivalent and be at least 18 years old. These programs usually last four years.

Computer Software Sought

		1 0
13%	/0	Word Processing
7%	0	Spreadsheet
13%	0/0	Other

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

CCOIS

BUS DRIVERS - SCHOOL

2001

OES Code: 971110

13 Employers Surveyed

178 Jobs Represented

25% Male

75% Female

Description:

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

Name of the Alternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience	\$6.50 to \$13.10	\$10.00
Union	\$9.25 to \$13.44	\$11.86
New, Experienced	\$6.50 to \$13.10	\$10.00
Union	\$11.00 to \$13.44	\$11.93
3 Years with Firm	\$8.00 to \$19.00	\$13.00
Union	\$12.25 to \$15.88	\$13.30

Promotional Opportunities: 69% Don't Promote 31% Promote

Promotional opportunities may lead to positions such as Dispatcher, Bus Driver Trainer, Bus Driver Maintenance, or with further education, Classroom Teacher.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 180 employees

2001 Growth Rate: 4.1% - Average 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 30 Job openings

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	15%	62%
Dental	15%	62%
Vision	15%	62%
Life	15%	31%
Sick Leave	92%	0%
Vacation	92%	0%
Retirement	8%	54%
Child Care	0%	0%
Other	0%	0%

Turnover

8% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Applicable Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 77% had swing-shift.

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	81%	8%	11%
Average Hours Per Week	36	15	17

3	
Elementary and Secondary Schools	
Individual and Family Services	

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	0%	8%	92%	12	
Other Occupational Experience Accepted	100%		0%	12	Public Transportation
Training Acceptable in Lieu of Experience	100%		0%	1	
Technical or Vocational Training Required	92%	0%	8%	2	School Bus Certification

Education:

Minimum level of education required by employers when hiring an applicant.:

23%	Less than High School
77%	High School

Recruitment Methods

The top three most successful methods:

I	69%	Newspaper Ads
	54%	In-House Promotion or Transfer
	46%	Walk-In Applicants

№ License and Certifications:

A Class B Commercial Drivers License is required to drive a school bus. This License also requires a DMV Physical Exam and often involves drug testing.

Desired Qualifications

Essential: knowledge of local streets; possession of a valid Class B driver's license, a good DMV driving record, ability to perform CPR, administer emergency first aid, work under pressure, exercise patience, handle crisis situations, interact well with others, and read and follow instructions.

Important: possession of verbal communication skills, organizational and time management skills; ability to lift at least 50 lbs., work independently, work temporary or seasonal, and write legibly.

Other: possession of recording keeping skills and oral communication skills.

Training Sources

Training can be obtained through school districts. They receive from 1 to 4 weeks of driving instruction plus classroom training on State and local laws, regulations, and policies of operating school buses; safe driving practices; driver-pupil relations; first aid; disabled student special needs; and emergency evacuation procedures. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

100% Word Processing

BUS DRIVERS - SCHOOL

CCOIS

CARPENTERS

2003

SOC Code: 47-2031

15 Employers Surveyed

87 Jobs Represented

95% Male

5% Female

Description:

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

Alternate Job Titles:

Finish Carpenter, Framer, Building Craft Worker, Maintenance Worker, and Form Carpenter.

Wages:

	Range	Median
New, No Experience Union	\$8.00 to \$14.77	\$10.50
New, Experienced Union	\$9.00 to \$19.77	\$14.77
3 Years with Firm Union	\$11.00 to \$30.00	\$23.16

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	13%	0%	40%
Dental	13%	0%	20%
Vision	7%	0%	20%
Life	7%	7%	13%
Sick Leave	33%	0%	0%
Vacation	73%	0%	0%
Retirement	7%	0%	7%
Child Care	0%	0%	0%
Other	0%	0%	0%

Mours:

	Full Time	Temp or on Call	Seasonal
% of all Employees	97%	2%	1%
Average Hours Per Week	40	25	40

Promotional Opportunities:

53% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Foreperson.

Employment Trends:

EDD Projections

2003 Size: Very Large - Approximately 216 employees 2003 Growth Rate: 0.6% - Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 49 Job openings

Turnover

19% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift.

General Contractors - Single Family Houses
Carpentry Work
Executive & Legislative Offices

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	60%	33%	7%	19	
Other Occupational Experience Accepted	21%		79%	8	Construction and Maintenance
Training Acceptable in Lieu of Experience	29%		71%	21	
Technical or Vocational Training Required	13%	0%	87%	12	Vocational

Education:

Minimum level of education required by employers when hiring an applicant.:

13%	Less than High School
87%	High School

Recruitment Methods

The top three most successful methods:

60%	Walk-In Applicants
53%	Newspaper Ads
53%	Word of Mouth

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of safe equipment operating practices; possession of finish & rough carpentry skills; ability to use power tools, hand tools accurately, read blue prints, and perform strenuous, physically demanding work.

Important: possession of a reliable vehicle; ability to climb high places and lift at least 50lbs. repeatedly.

Other: knowledge of cost estimating practices, drywall installation and repair, and shop math; ability to use drafting tools.

Training Sources

Formal pre-apprenticeship training is offered by some public schools, community colleges, and other local organizations. Candidates should apply to their local Joint Apprenticeship Committee or the Carpenter's Union. Candidates must have completed 12th grade or its equivalent, be physically able to perform the work, and be at least 17 years old. The union apprenticeship involves both on-the-job training and classroom instruction. The length of the program, usually about 3 to 4 years, varies with the apprentice's skill.

Computer Software Sought

No computer skills required

CARPENTERS

CCOIS

CHILD CARE WORKERS

2003

SOC Code: 39-9011

16 Employers Surveyed

142 Jobs Represented

11% Male

89% Female

Description:

Attend to children at schools, business, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

Alternate Job Titles:

Teacher, Instructional Aide, Associate Teacher, CBET Babysitting, and After School Program Leader.

Wages:

	Range	Median
New, No Experience	\$6.75 to \$7.25	\$7.00
Union	\$9.68 to \$10.37	\$10.03
New, Experienced	\$6.75 to \$8.00	\$7.33
Union	\$8.99 to \$11.10	\$10.03
3 Years with Firm	\$7.50 to \$9.00	\$8.25
Union	\$10.10 to \$12.20	\$10.62

Promotional Opportunities:

69% Promote 31% Don't Promote

Promotional opportunities may lead to positions such as Head Teacher, Teacher, Supervisor, Assistant Administrator, and Administrator.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	9%	45%
Dental	9%	18%
Vision	9%	18%
Life	0%	0%
Sick Leave	64%	0%
Vacation	91%	0%
Retirement	18%	9%
Child Care	36%	18%
Other	50%	0%

Employment Trends:

EDD Projections

2003 Size: Large - Approximately 150 employees 2003 Growth Rate: 2.4% Faster than average 2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 20 Job openings

Turnover

24% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 6% had swing-shift, 6% had graveyard shift, 6% had evenings shift.

Where the Jobs are: Major Industries are:

Elementary & Secondary Schools
Child Day Care Services
Religious Organizations
Individual & Family Social Services
Residential Care

Mours:

	Full Time	Part Time
% of all Employees	46%	54%
Average Hours Per Week	38	20

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	38%	56%	6%	12	
Other Occupational Experience Accepted	67%		33%	12	Related field working with children
Training Acceptable in Lieu of Experience	80%		20%	6	
Technical or Vocational Training Required	75%	0%	25%	6	Early Childhood Education

M Education:

Minimum level of education required by employers when hiring an applicant.:

6%	Less than High School
94%	High School

Recruitment Methods

The top three most successful methods:

69%	Word of Mouth
56%	Employee Referrals, Newspaper Ads, and Walk-In Applicants
19%	In-House Promotion or Transfer

License and Certifications:

None. Aids can receive a Children's Center Instructional Permit, issued by the California Commission on Teacher Credentialing, after they complete 24 hours of early childhood education courses and 16 hours towards a B.A. Degree.

Desired Qualifications

Essential: knowledge of early childhood development and a variety of cultures; possession of oral communication skills, oral reading skills, and imagination & creativity; ability to work under pressure, administer emergency first aid/CPR, handle a crisis situation, exercise patience, and make decisions.

Important: ability to read and follow instructions, ability to write legibly, and work independently.

Other possession of Spanish language fluency, good grooming skills; ability to work with difficult children.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

Computer Software Sought		
19%	Word Processing	
19%	Other	

CHILD CARE WORKERS

CCOIS

COMPUTER NETWORK TECHNICIANS

2003

SOC Code: 15-1081009

15 Employers Surveyed

33 Jobs Represented

88% Male

12% Female

N Description:

Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform first level troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education for end users on network operations, applications, and usage.

Alternate Job Titles:

Network Administrator, Information Technician Specialist, Staff Services Specialist I, and Desktop Support Analyst.

Wages:

	Range	Median
New, No Experience Union	\$11.21 to \$11.21	\$11.21
New, Experienced Union	\$15.10 to \$22.80	\$18.70
3 Years with Firm Union	\$17.26 to \$26.00	\$22.08

Unionization is negligible for this occupation.

Promotional Opportunities:

53% Promote 47% Don't Promote

Promotional opportunities may lead to positions such as Information Technology Supervisor and Network Operations Supervisor.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	33%	0%	60%
Dental	33%	0%	60%
Vision	33%	0%	47%
Life	53%	0%	20%
Sick Leave	87%	0%	0%
Vacation	93%	0%	7%
Retirement	47%	13%	40%
Child Care	0%	0%	0%
Other	0%	0%	0%

Employment Trends:

EDD Projections 2003 Size: Not available

2003 Growth Rate: Not available 2003 Madera County Growth: 1.9% 7 Year Projection: Not available

Turnover

7% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Shifts:

93% of employers had day shift, 7% had swing-shift.

Where the Jobs are:

No Available Data

Mours:

	Full Time
% of all Employees	100%
Average Hours Per Week	40

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	93%	7%	0%	26	
Other Occupational Experience Accepted	40%		60%	24	Related Field, and Telephone Co.
Training Acceptable in Lieu of Experience	60%		40%	17	
Technical or Vocational Training Required	40%	40%	20%	15	Technical School and/or Certification, Network, and Troubleshooting.

M Education:

Minimum level of education required by employers when hiring an applicant.:

47%	High School
47%	Associates' Degree (2 Years)
7%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

1110 10	op tillee most successful methods.		
93%	Newspaper Ads		
60%	Internet		
40%	In-House Promotion or Transfer		

License and Certifications:

MSCE; CAN; CNE, and A+ provided by the different vendors.

Desired Qualifications

Essential: knowledge of diverse software applications, microcomputer hardware, operating systems, design computer networks, troubleshooting procedures, diagnosis & repair of computers, peripheral equipment, and installation & maintenance of LAN/WAN systems.

Important: knowledge of operating manuals, possession of verbal communication skills and organizational & time management skills.

Other: knowledge of record keeping and basic mathematical calculations; possession of oral communications skills; ability to handle crisis situations.

Training Sources

There is no universal way to prepare for a job as a Computer Network Technician. Education is usually offered by vendors, colleges and universities, or private training institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

80%	Word Processing
80%	Spreadsheet
87%	Database
67%	Desktop Publishing
73%	Other

COMPUTER NETWORK TECHNICIANS

CCOIS

COMPUTER SUPPORT SPECIALISTS

2002

OES Code: 251040

19 Employers Surveyed

49 Jobs Represented

67% Male

33% Female



Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Alternate Job Titles:

Information Systems Technician, Help Desk Support, Staff Services Specialist/Data Processing, M.I.S. Support Specialist I & II, Computer Support Engineer, Support, Administrative Assistant, Help Desk Analyst, Technicians, M.I.S. Technician, Software Technician, Information Technology Specialist, Information Technologist, Computer Support Technologist, Information Systems Administrator, Network Administrator, and I. T. Group (Information Technologist).

Wages:

	Range	Median
New, No Experience	\$7.00 to \$15.00	\$10.00
Union	\$12.70 to \$15.29	\$14.00
New, Experienced	\$9.10 to \$18.22	\$13.50
Union	\$12.70 to \$21.00	\$17.59
3 Years with Firm	\$12.00 to \$21.58	\$18.22
Union	\$17.70 to \$23.57	\$21.39

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	16%	0%	74%
Dental	16%	0%	58%
Vision	32%	0%	32%
Life	32%	16%	11%
Sick Leave	79%	0%	5%
Vacation	89%	0%	5%
Retirement	21%	11%	47%
Child Care	0%	0%	0%
Other	0%	0%	0%

Mours:

	Full Time	Part Time
% of all Employees	96%	4%
Average Hours Per Week	40	19

Promotional Opportunities:

42% Promote 58% Don't Promote

Promotional opportunities may lead to positions such as Administrator, Manager, Supervisor, Assistant Information Technologist, Associate Information Systems Analyst, or Technical Service Representative.

Employment Trends:

EDD Projections

2002 Size: Medium - Approximately 65 employees 2002 Growth Rate: 5.6% - Much faster than the average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 25 Job openings

Turnover

14% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 11% had on-call shift.

Telephone Communications, Except Radiotelephone
Executive and Legislative Offices Combined
General Medical and Surgical Hospitals
Elementary and Secondary Schools
Computer Related Services

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	52%	32%	16%	19	
Other Occupational Experience Accepted	6%		94%	6	Computer Troubleshooting
Training Acceptable in Lieu of Experience	50%		50%	16	
Technical or Vocational Training Required	42%	11%	47%	15	Technical Certification, Service Technical Training, Vocational School, Networking, and Within Industry

Education:

Minimum level of education required by employers when hiring an applicant.:

5%	Less than High School
58%	High School
21%	Associates' Degree (2 Years)
16%	Bachelor's Degree (4 Years)

License and Certifications:

Technical or professional certification is becoming a more common way to ensure employers of a level of competency or quality in a prospective employee.

Recruitment Methods

The top three most successful methods:

63%	Newspaper Ads
53%	Internet
32%	In-House Promotion/Transfer, Employee Referral, and
34/0	Walk-In Applicants.

Desired Qualifications

Essential: knowledge of diverse software applications, microcomputer hardware, operating systems, troubleshooting techniques, LAN/WAN, and operating manuals.

Important: knowledge of teaching techniques; ability to write effectively, communicate technical information to non-technical staff, work independently, work under pressure, and communicate with computer literate staff.

Other: possession of customer service skills; ability to work with close supervision, and work under pressure.

N Training Sources

Preparation for a job in this occupation is complex. Relevant work experience is a very important way. Since employers generally look for experience, entry-level employees enhance their employment opportunities by participating in programs offered by vendors. Technological advances come so rapidly in the computer field that continuous study is necessary to keep up to date. Continuing education is usually offered by vendors, colleges and universities, or private training institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

84% Spreadsheet 79% Database 79% Industry Related Software 26% Desktop Publishing	89%	Word Processing
79% Industry Related Software	84%	Spreadsheet
	79%	Database
26% Deskton Publishing	79%	Industry Related Software
2070 Econcop Labraring	26%	Desktop Publishing

COMPUTER SUPPORT SPECIALISTS

CCOIS

COOKS - SPECIALTY FAST FOOD

2002

OES Code: 650320

17 Employers Surveyed

139 Jobs Represented

53% Male

47% Female

Description:

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basics items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

№ Alternate Job Titles:

Pizza Maker, Cooks, Backline, Kitchen Help, Crew Member, Grill Person, Production Cook, and Cook/Prep Cook.

Wages:

	Range	Median
New, No Experience Union	\$6.75 to \$7.00	\$6.75
New, Experienced Union	\$6.75 to \$8.00	\$6.75
3 Years with Firm Union	\$6.75 to \$11.00	\$8.00

Promotional Opportunities:

47% Don't Promote

Promotional opportunities may lead to positions such as General Manager, Manager, Assistant Manager, Shift Supervisor, or Shift Manager.

Benefits:

Mours:

% of all Employees

Average Hours Per

Week

Full

Time

37%

37

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	0%	12%	29%
Dental	0%	0%	12%
Vision	0%	0%	12%
Life	0%	0%	6%
Sick Leave	0%	0%	0%
Vacation	29%	0%	6%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Part

Time

59%

23

Temp

or on Call

4%

15

Employment Trends:

EDD Projections

2002 Size: Large - Approximately 143 employees

2002 Growth Rate: 1.9% - Average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 45 Job openings

Turnover

48% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult Inexperienced: Not Difficult

Shifts:

94% of employers had day shift, 88% had swing-shift, 6% had graveyard shift.

Where the Jobs are: Major Industry is:

Eating Places

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	29%	18%	53%	15	
Other Occupational Experience Accepted	0%		100%	0	
Training Acceptable in Lieu of Experience	62%		38%	4	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

Education:

Minimum level of education required by employers when hiring an applicant.:

71%	Less than High School
29%	High School

Recruitment Methods

The top three most successful methods:

1110 10	b three most successful methods.
88%	Walk-In Applicants
71%	Word of Mouth
53%	Employee Referrals

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of how to measure required ingredients needed for specific food item being prepared, how to determine portions, and health/sanitation standards; ability to read food order slip or receive verbal instructions as to food required, prepare and cook food according to instruments, prepare and serve beverages such as coffee and fountain drinks.

Important: ability to cook in quantity, cook food requiring short preparation time, and operate cooking equipment.

Other: ability to work under stress situations, prepare dough, and follow recipes.

Training Sources

Training can be obtained through adult school and vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.



No computer skills required

COOKS - SPECIALTY FAST FOOD

CCOIS

CORRECTION OFFICERS AND JAILERS

2002

OES Code: 630170

3 Employers Surveyed

780 Jobs Represented

72% Male

28% Female



Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

Name of the Alternate Job Titles:

No alternate job titiles were reported.

Wages:

	Range	Median
New, No Experience Union	\$11.50 to \$16.16	\$13.07
New, Experienced Union	\$11.50 to \$26.32	\$13.07
3 Years with Firm Union	\$15.91 to \$26.32	\$18.69

Promotional Opportunities:

0% Don't Promote 100% Promote

Promotional opportunities may lead to positions such as Sergeant, or Correctional Officer II/III.

Employment Trends:

EDD Projections

2002 Size: Very Large - Approximately 780 employees 2002 Growth Rate: 3.2% - Much faster than the average

2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 162 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	33%	0%	67%
Dental	33%	0%	67%
Vision	67%	0%	33%
Life	0%	33%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	0%	33%	33%
Child Care	0%	0%	0%
Other	0%	0%	0%

Turnover

5% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Sufficient Data Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 100% had swing-shift, 100% had graveyard shift.

Mours:

	Full Time	Temp or on Call
% of all Employees	90%	10%
Average Hours Per Week	40	36

3	,
Correctional Institutions	
Public Order and Safety	

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	0%	33%	67%	24	
Other Occupational Experience Accepted	0%		100%	0	
Training Acceptable in Lieu of Experience	0%		100%	0	
Technical or Vocational Training	0%	0%	100%	0	No required training

Education:

Required

Minimum level of education required by employers when hiring an applicant.:

100% High School

Recruitment Methods

The top three most successful methods:

	THE	p tince most successful methods.
	67%	Employee Referrals, and Transfers From Other
	0770	Institutions
	33%	In-House Promotion, and Newspaper Ads
	33%	Union Hall Referrals, Walk-In Applicants, and Internet

№ License and Certifications:

None.

No Desired Qualifications

Essential: knowledge of problem solving; possession of a Firearms Qualifications Card; ability to accurately record and report information; pass a pre-employment medical exam, and handle crisis situations.

Important: knowledge of supervisory skills; possession of decision making skills; ability to deal effectively with difficult individuals, plan and organize the work of others, work under pressure, and administer emergency first aid.

Other: knowledge of variety of cultures and interviewing techniques; ability to interact well with others, and work independently.

Training Sources

Basic correctional officer academy training averaging 2 months is required for state correctional facilities. State Correctional officers undergo a six-week in-house training program., followed by a 2-year (3,600 hours) apprenticeship. To be eligible in the CO examination, the applicant must "(1) no felony convictions"; "(2) U.S. Citizen or permanent resident alien", "(3) graduate from a U.S. high school or have a GED or higher level degree", and "(4) history of law abiding behavior".

Computer Software Sought

No computer skills required

CORRECTION OFFICERS AND JAILERS

CCOIS

COUNTER AND RENTAL CLERKS

2001

OES Code: 490170

15 Employers Surveyed

175 Jobs Represented

49% Male

51% Female

Description:

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

Alternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$6.50	\$6.25
New, Experienced Union	\$6.25 to \$8.63	\$7.25
3 Years with Firm Union	\$7.25 to \$10.00	\$8.50

Unionization in negligible for this occupation.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	20%	40%
Dental	13%	33%
Vision	7%	33%
Life	13%	33%
Sick Leave	20%	7%
Vacation	47%	13%
Retirement	20%	20%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	63%	31%	6%
Average Hours Per Week	40	20	10

Promotional Opportunities:

53% Promote 47% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Assistant Manager, Manager, or Merchandise Professional.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 350 employees 2001 Growth Rate: 7.1% - Much faster than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 50 Job openings

Turnover

39% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult



100% of employers had day shift, 7% had swing-shift.

7
Department Stores
Video Tape Rental
Amusement and Recreation

== == == == == == == == == == == == ==					
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	7%	27%	66%	5	
Other Occupational Experience Accepted	80%		20%	5	Retail, Accounting, and Yard Technician
Training Acceptable in Lieu of Experience	40%		60%	4	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

Education:

Minimum level of education required by employers when hiring an applicant.:

I	53%	Less than High School
	47%	High School

Recruitment Methods

The top three most successful methods:

1110 10	p three most successful methods.
67%	Walk-In Applicants
60%	Employee Referrals
33%	Newspaper Ads/Word of Mouth

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of cash handling, inventory techniques, product knowledge, and sales techniques; possession of customer service skills.

Important: knowledge of record keeping; ability to use a computer terminal and operate a standard & computerized cash register.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

63%	Industry Related Software
50%	Word Processing
13%	Spreadsheet
13%	Database

COUNTER AND RENTAL CLERKS

CCOIS

2002

CRUSHING, GRINDING, MIXING, AND BLENDING MACHINE OPERATOR AND TENDERS

OES Code: 929650 16 Employers Surveyed

58 Jobs Represented

93% Male

7% Female

Description:

Crushing, Grinding, Mixing, and Blending Machine Operators and Tenders operate or tend machines to crush or grind any of a wide variety of materials, such as coal, glass, plastic, dried fruit, grain, stone, chemicals, food, or rubber, or operate or tend machines that buff and polish materials or products, such as stone, glass, slate, plastic or metal trim, bowling balls, or eyeglasses. Mixing and Blending Machine Operators and Tenders operate or tend machines to mix or blend any of a wide variety of materials such as spices, dough batter, tobacco, fruit juices, chemicals, livestock feed, food products, color pigments, or explosive ingredients.

Alternate Job Titles:

Batchman, Operators, Production Workers, General Winery Worker, Crusher Hoist Operators, Plant Labor/Grinders/Sheaders, (Mill) Workers, Crusher, Cellar Worker, Mixer, Bakers/Mixers, Machine Operator, and Crusher/Cellar Worker.

Wages:

	Range	Median
New, No Experience Union	\$6.75 to \$14.38	\$8.38
New, Experienced Union	\$6.75 to \$13.85	\$10.00
3 Years with Firm Union	\$8.60 to \$16.50	\$13.85

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	31%	0%	38%
Dental	19%	0%	44%
Vision	6%	6%	31%
Life	50%	0%	6%
Sick Leave	56%	0%	0%
Vacation	94%	0%	0%
Retirement	50%	0%	19%
Child Care	0%	0%	0%
Other	13%	0%	0%

Other Benefit Listed: Profit Sharing

Promotional Opportunities:

38% Don't Promote

Promotional opportunities may lead to positions such as Production Manager, Supervisor, Head Cellar Master, Stock Operator, Sales, and Mill Operator.

Employment Trends:

EDD Projections

2002 Size: Medium - Approximately 69 employees 2002 Growth Rate: 0.9% - Slower than the average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 15 Job openings

Turnover

24% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 19% had swing-shift.

Where the Jobs are: Major Industries are:

<u> </u>
Wines, Brandy, and Brandy Spirits
Flour and Other Grain Mill Products
Prepared Feed and Feed Ingrediants for Animals and
Fowls, expt. Dogs/Cats
Canned Fruits, Vegetables, Preserves, Jams and Jellies
Plastic Pipe

Mours:

	Full Time	Seasonal
% of all Employees	76%	24%
Average Hours Per Week	40	35

= <u></u>						
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training	
Work Experience Required	25%	44%	31%	9		
Other Occupational Experience Accepted	60%		40%	7	Production Manufacturing, Mechanical/Machine Operation, Construction, and Concrete	
Training Acceptable in Lieu of Experience	73%		27%	4		
Technical or Vocational Training	0%	6%	94%	1	Technical Concrete Educational Courses	

Education:

Minimum level of education required by employers when hiring an applicant.:

44%	Less than High School
56%	High School

Recruitment Methods

The top three most successful methods:

-	1110 10	p timee most successful methods.
	56%	Walk-In Applicants
	50%	Employee Referrals
	38%	Newspapers Ads

License and Certifications:

None.

Required

N Desired Qualifications

Essential: knowledge of inputs, outputs, raw materials, quality control, numbers, and machines; ability to perform physical activities moving one's whole body as well as use of the arms and legs, and ability to quickly and repeateadly make precise adjustments in moving the controls of a machine.

Important: ability to tell when something is wrong or is likely to go wrong, communicate information and ideas, read and understand information, and ability to quickly respond to one signal when it appears.

Other: knowledge og gauges, dials, or other indicators to make sure a machine is working properly.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

	1 0
83%	Industry Related Software
50%	Word Processing
17%	Spreadsheet
17%	Windows Systems

CRUSHING, GRINDING, MIXING, AND BLENDING MACHINE OPERATOR AND TENDERS

CCOIS

CUSTOMER SERVICE REPRESENTATIVES

2001

OES Code: 553350998

15 Employers Surveyed

197 Jobs Represented

15% Male

85% Female

No Description:

Customer Service Representatives talk with customers to find solutions to customer's problems. They may work at a professional, or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products and services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.

Alternate Job Titles:

Staff Specialist, Receptionist, Salesperson, Desk Clerk, and Operator.

™ Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$8.63	\$6.38
Union		
New, Experienced	\$6.50 to \$13.00	\$7.50
Union		
3 Years with Firm	\$6.75 to \$16.36	\$9.40
Union		"

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	29%	43%
Dental	21%	43%
Vision	14%	29%
Life	29%	21%
Sick Leave	43%	21%
Vacation	50%	21%
Retirement	21%	50%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	76%	8%	16%
Average Hours Per Week	35	23	28

Promotional Opportunities:

40% Promote 60% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, Designer, Billing Clerk, or Type Setting. Opportunities broaden for this occupation due to the industry diversity. Also, promotions and advancements may be enhanced if workers continue to improve their skills.

Employment Trends:

EDD Projections

2001 Size: Not available

2001 Growth Rate: Not available 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): Not available

Turnover

20% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 40% had swing-shift, 13% had graveyard shift.

Where the Jobs are:

No Available Data

Experience and Training					
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	33%	27%	40%	13	
Other Occupational Experience Accepted	78%		22%	10	Counter Sales, Billing, Public Relations, Clerical, Front Desk, and Secretary
Training Acceptable in Lieu of Experience	44%		56%	4	
Technical or Vocational Training Required	0%	20%	80%	4	General Business Office and Insurance License/Certification

Education:

Minimum level of education required by employers when hiring an applicant.:

20%	Less than High School
66%	High School
7%	Associates' Degree (2 Years)
7%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

Ī	67%	Walk-In Applicants
53% Employee Referrals		Employee Referrals
	47%	Word of Mouth

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of English grammar, spelling skills and basic math, company's services and products; possession of diplomacy skills, time management, record keeping, telephone skills, and public skills, and public contact skills; ability to communicate verbally and in writing, perform routine, repetitive work, and work independently.

Important: ability to work in a busy environment, work under pressure, and to sit for two or more hours at time.

Other: ability to lift 10 lbs., and pay attention to detail.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

73%	Word Processing
55%	Spreadsheet
55%	Industry Related Software
45%	Database
9%	Desktop Publishing

CUSTOMER SERVICE REPRESENTATIVES

CCOIS

DAIRY FARM WORKERS

2002

OES Code: 410684999

15 Employers Surveyed

160 Jobs Represented

98% Male

2% Female



Dairy Farm Workers herd cows from milking parlor to pasture. Wash and spray cows with water, insecticides, and repellents. Milk cows by hand and using milk machines. Examine cows, administer prescribed treatments, and report health problems to supervisor. Weigh, load, mix and distribute feed. Clean, sterilize, and maintain milk containers and equipment.

Alternate Job Titles:

Milker, Feeder, Pusher, and General Worker.

Wages:

	Range	Median		
New, No Experience Union	\$6.75 to \$8.63	\$6.75		
New, Experienced Union	\$6.75 to \$11.51	\$8.00		
3 Years with Firm Union	\$7.50 to \$12.66	\$10.23		

Promotional Opportunities:

60% Promote 40% Don't Promote

Promotional opportunities may lead to positions such as Foreperson, Crew Lead, Head Milker, or Pusher/Milker/Feeder.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	27%	0%
Dental	7%	0%
Vision	0%	0%
Life	7%	0%
Sick Leave	13%	0%
Vacation	87%	0%
Retirement	0%	7%
Child Care	0%	0%
Other	0%	0%

Employment Trends:

EDD Projections

2002 Size: Large - Approximately 160 employees

2002 Growth Rate: Not available 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): Not available

Turnover

18% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

87% of employers had day shift, 13% had swing-shift, 73% had graveyard shift, 13% had split shift.

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	94%	5%	1%
Average Hours Per Week	46	23	52

Dairy Farms
General Farms, Primary Livestock and Animal
Specialties

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	27%	60%	13%	10	
Other Occupational Experience Accepted	62%		38%	10	Farmwork Experience, and Tractor Experience
Training Acceptable in Lieu of Experience	77%		23%	2	
Technical or Vocational Training	0%	0%	100%	0	No required training

Education:

Required

Minimum level of education required by employers when hiring an applicant.:

93%	Less than High School
7%	High School

Recruitment Methods

The top three most successful methods:

The top three most successful methods.					
	87%	Word of Mouth			
ĺ	60%	Walk-In Applicants			
ĺ	40%	Employee Referrals			

License and Certifications:

None.

N Desired Qualifications

Essential: knowledge of animal living including their functions; be in good physical condition; ability to tolerate dust and unpleasant odors, to operate an autonatic milking machine, to recognize sick livestock, and to work independently.

N Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

100% Specific Dairy Software

DAIRY FARM WORKERS

CCOIS

DENTAL ASSISTANTS

2003

SOC Code: 31-9091

14 Employers Surveyed

36 Jobs Represented

0% Male

100% Female

Description:

Assist dentist, set up patient and equipment, and keeping records.

Alternate Job Titles:

Chair-Side Assistant.

Wages:

	Range	Median	
New, No Experience Union	\$6.75 to \$10.00	\$8.00	
New, Experienced Union	\$\$7.50 to \$15.00	\$10.00	
3 Years with Firm Union	\$9.50 to \$17.25	\$13.00	

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	33%	0%	17%
Dental	58%	0%	17%
Vision	8%	8%	0%
Life	8%	0%	0%
Sick Leave	75%	0%	0%
Vacation	100%	0%	0%
Retirement	50%	0%	17%
Child Care	0%	8%	0%
Other	0%	0%	0%

Promotional Opportunities:

71% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Office Manager, Front Office, and with further education, Registered Dental Assistant.

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 62 employees 2003 Growth Rate: 4.3% - Much faster than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 22 Job openings

Turnover

9% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 7% had swing-shift.

Where the Jobs are: Major Industry is:

Offices & Clinics of Dentists

Mours:

	Full Time	Part Time
% of all Employees	75%	25%
Average Hours Per Week	38	27

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	50%	36%	14%	10	
Other Occupational Experience Accepted	25%		75%	8	Related Field
Training Acceptable in Lieu of Experience	50%		50%	8	
Technical or Vocational Training Required	100%	0%	0%	15	Related Field

M Education:

Minimum level of education required by employers when hiring an applicant.:

Ī	93%	High School
ſ	7%	Associates' Degree (2 Years)

Recruitment Methods

The top three most successful methods:

79%	Word of Mouth
71%	Newspaper Ads
50%	School, Program Referrals

№ License and Certifications:

Licensed Dental Assistant. To obtain a license applicants must (1) graduate from approved Dental Assisting Program or (2) 18 months on-the-job training with a Licensed Dentist, and (3) pass the RDA written and performance examination.. NOTE: Licensure is a voluntary process that permits a dental assistant to perform more complex procedures.

Vocational programs may lead to a Certificate.

Desired Qualifications

Essential: knowledge of dental materials, billing procedures, and record keeping; possession of Radiation Safety Certificate; ability to assist or perform dental procedures.

Important: possession of public contact and oral skills; ability to read & follow oral instructions.

Other: knowledge of basic math; possession of grooming skills; ability to work independently.

Training Sources

Training can be obtained through community colleges, public and private adult vocational schools, and through Regional Occupational Programs (ROP). While the length of programs may vary, most programs take 1 year or less to complete and lead to a certificate. Some private vocational school offer 4-to-6 month courses. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

		1 0
14%	wo Wo	ord Processing
14%	6 Oth	ner
7%	Spr	readsheet

DENTAL ASSISTANTS

CCOIS

DENTAL HYGIENISTS

2003

SOC Code: 29-2021

13 Employers Surveyed

29 Jobs Represented

3% Male

97% Female

Description:

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop Xrays, or apply fluoride or sealants.

Malternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience Union	\$25.00 to \$43.00	\$29.63
New, Experienced Union	\$27.00 to \$43.00	\$34.25
3 Years with Firm Union	\$30.00 to \$43.75	\$37.50

Unionization is negligible for this occupation.

Promotional Opportunities: 92% Don't Promote

8% Promote

Promotional opportunities may lead to positions such as Supervisor. Dental Hygienists advance primarily in expanded roles and greater responsibilities. With additional education and experience they may specialize in areas such as orthodontia.

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 59 employees 2003 Growth Rate: 4.6% - Much faster than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006):25 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	0%	0%	0%
Dental	60%	0%	0%
Vision	0%	0%	0%
Life	0%	0%	0%
Sick Leave	40%	0%	0%
Vacation	100%	0%	0%
Retirement	40%	0%	40%
Child Care	0%	20%	0%
Other	0%	0%	0%

Turnover

7% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult



100% of employers had day shift.

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	24%	69%	7%
Average Hours Per Week	33	16	8

Where the Jobs are: Major Industry is:

Offices and Clinics of Dentists

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	54%	23%	23%	13	
Other Occupational Experience Accepted	10%		90%	6	Related Field
Training Acceptable in Lieu of Experience	10%		90%	48	
Technical or Vocational Training Required	69%	0%	31%	45	No required training

MEducation:

Minimum level of education required by employers when hiring an applicant.:

38%	Associates' Degree (2 Years)
62%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

1110 10	p three most successful methods.
69%	Newspaper Ads
61%	Word of Mouth
46%	Walk-In Applicants

License and Certifications:

Licensed Dental Hygienist. To obtain a license applicants must graduate from an ADA accredited dental hygiene program.

Desired Qualifications

Essential: knowledge of teeth cleaning and polishing techniques, decay preventive agents, infection control, dental care needs, local anesthetics, instrument sterilization, and safety procedures; possession of Dental Hygienist License; ability to examine gums for signs of disease, instruct patients in oral hygiene, and administer and develop x-ray film.

Important: knowledge of record keeping and laboratory safety procedures; possession of Radiation Safety Certificate and public contact skills.

Other: knowledge of good diet and nutrition, ability to work independently, and exercise patience with children.

Training Sources

Training programs last two-years' and training must be from an accredited dental hygiene program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

15%	Word Processing
15%	Spreadsheet
15%	Other

DENTAL HYGIENISTS

CCOIS

DISPATCHERS - EXCEPT POLICE, FIRE, AND AMBULANCE

2002

OES Code: 580050

17 Employers Surveyed

43 Jobs Represented

33% Male

67% Female

Description:

Dispatchers (except Police, Fire, and Ambulance) schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire, and Ambulance Dispatchers.

Alternate Job Titles:

Operations, Dispatch Operations, and Receptionist.

Wages:

	Range	Median
New, No Experience Union	\$6.75 to \$10.00	\$7.50
New, Experienced Union	\$6.75 to \$13.42	\$10.00
3 Years with Firm Union	\$6.75 to \$20.00	\$13.09

Benefits:

	Full time	Full time
Medical	47%	29%
Dental	29%	29%
Vision	24%	29%
Life	41%	6%
Sick Leave	41%	0%
Vacation	94%	0%
Retirement	29%	29%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time
% of all Employees	88%	12%
Average Hours Per Week	40	28

Promotional Opportunities:

59% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, Foreperson, Coordinator, or Trainer.

Employment Trends:

EDD Projections

2002 Size: Medium - Approximately 43 employees 2002 Growth Rate: 0.5% - Slower than the average

2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 4 Job openings

Turnover

15% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

100% of employers had day shift, 24% had swing-shift, 18% had graveyard shift, 6% had on-call at night shift.

Gasoline Service Stations
Local Trucking Without Storage
Radiotelephone Communications
Telephone Communications, Except Radiotelephone
Intercity and Rural Bus Transportation

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	52%	24%	24%	18	
Other Occupational Experience Accepted	54%		46%	25	Truck Driving, and Secretarial
Training Acceptable in Lieu of Experience	31%		69%	4	
Technical or Vocational Training Required	12%	6%	82%	7	Technical Training Program, and Bus Driving Certification

■ Education:

Minimum level of education required by employers when hiring an applicant.:

29%	Less than High School
71%	High School

Recruitment Methods

The top three most successful methods:

1110 00	p three most successful methods.	
59%	Word of Mouth	
47%	Newspaper Ads	
24%	In-House Promotion/Tranfer, Private Employment Agencies, and Employment Development Department	

License and Certifications:

None.

N Desired Qualifications

Essential: knowledge of switching, control, and operation of telecommunications systems, possession of a good driving record; ability to communicate effectively with others, to listen to what others are saying and ask questions as appropriate, and ability to handle crisis situations.

Important: knowledge of local streets, how to find information and identifying essential information; possession of customer service skills; ability to work well independently, to effectively delegate work and supervise staff, and work under periods of high pressure.

Other: knowledge of methods for moving goods including their relative costs, advantages and limitations.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

		Computer Software Sought		
80% Word Processing		Word Processing		
	60%	Spreadsheet		
50% Industry Related Software		Industry Related Software		
	40% Database			
	20%	Desktop Publishing		

DISPATCHERS - EXCEPT POLICE, FIRE, AND AMBULANCE

CCOIS

DRUG AND ALCOHOL COUNSELORS

2002

OES Code: 195367999

4 Employers Surveyed

18 Jobs Represented

44% Male

56% Female

Description:

Drug and Alcohol Counselors assess and treat drug and alcohol problems with individuals. Treatment may consist of individual, group or family counseling.

Alternate Job Titles:

Counselor, and Chemical Dependency Counselor.

Wages:

	Range	Median
New, No Experience		
Union		
New, Experienced	\$12.25 to \$15.00	\$14.25
Union		
3 Years with Firm	\$12.50 to \$25.00	\$15.50
Union		-

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	25%	50%
Dental	25%	25%
Vision	25%	25%
Life	50%	0%
Sick Leave	50%	0%
Vacation	75%	0%
Retirement	0%	50%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time
% of all Employees	61%	39%
Average Hours Per Week	40	19

Promotional Opportunities:

50% Promote 50% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, or Lead Counselor.

Employment Trends:

EDD Projections

2002 Size: Small - Approximately 18 employees

2002 Growth Rate: Not available 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): Not available

Turnover

11% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult Inexperienced: Not sufficient data

Shifts:

50% of employers had day shift, 25% had swing-shift, 25% had 12-9 pm Sat 8-5 pm shift.

,
Psychiatric Hospitals
Individual and Family Social Services
Residential Care

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	100%	0%	0%	23	
Other Occupational Experience Accepted	50%		50%	24	Group Counseling, and Behavior Health Science
Training Acceptable in Lieu of Experience	50%		50%	12	
Technical or Vocational Training Required	50%	0%	50%	18	Drug and Alcohol Certification

Education:

Minimum level of education required by employers when hiring an applicant.:

25%	High School
75%	Associates' Degree (2 Years)

■ License and Certifications:

Certified Drug and Alcohol Counselor. The certification is on a voluntary basis to applicants who meet the criteria for the certification.

Training Sources

Training can be obtained through vocational school. Refer to the Taining Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

The top three most successful methods:

I	50%	Newspaper Ads
	50%	School, Program Referrals
	50%	Word of Mouth

Desired Qualifications

Essential: knowledge of information and techniques needed to rehabilitate mental ailments, of alternative treatments available, of methods to evaluate treatments efefcts; possession of listening skills; ability to pass a drug screening test, to work in continually changing environments, and to plan and conduct programs to prevent substance abuse.

Important: knowledge of human behavior and mental processes; possession of good DMV driving record; ability to work well independently, to modify a treatment plan to comply with a client's status, to refer a patient, client or family to community resources to assit in recovery; and to work under pressure.

Other: ability to interview clients, review records, and confer with other professionals to evaluate condition of patient.

Computer Software Sought

100%	Word Processing
67%	Spreadsheet
67%	Database
33%	Desktop Publishing

DRUG AND ALCOHOL COUNSELORS

CCOIS

ELECTRICIANS

2002

OES Code: 872020

15 Employers Surveyed

140 Jobs Represented

99% Male

1% Female

Description:

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Services.

Alternate Job Titles:

Installers, Electrician II, Apprentice, Maintenance I, Journeyperson Helper, Maintenance-E, Maintenance III, Journeyperson, Master, HVAC Electrician, and Electrician III.

Wages:

	Range	Median
New, No Experience Union	\$7.00 to \$10.00	\$7.50
New, Experienced	\$8.00 to \$20.62	\$14.00
Union	\$13.59 to \$22.54	\$17.75
3 Years with Firm	\$12.00 to \$27.00	\$18.00
Union	\$15.74 to \$24.77	\$18.65

Promotional Opportunities:

Promotional opportunities may lead to positions such as Job Superintendent, Project Manager, Supervisor, Foreperson, Master Electrician, or Journeyperson Electrician.

47% Don't Promote

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	20%	0%	53%
Dental	20%	0%	40%
Vision	27%	0%	33%
Life	13%	7%	7%
Sick Leave	60%	0%	0%
Vacation	73%	0%	0%
Retirement	40%	7%	13%
Child Care	0%	0%	0%
Other	0%	0%	0%

Employment Trends:

EDD Projections

2002 Size: Large - Approximately 140 employees 2002 Growth Rate: 0.8% - Slower than the average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 24 Job openings

Turnover

17% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 36% had swing-shift, 33% had graveyard shift, 52% had overtime and 2x12 hrs. shift

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	96%	1%	3%
Average Hours Per Week	42	20	40

Electrical Work (Special Trade Contractors)
Mineral Wool
Wines, Brandy, and Brandy Spirits
Corrugated and Solid Fiber Boxes
Elementary and Secondary Schools

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	73%	7%	20%	36	
Other Occupational Experience Accepted	33%		67%	27	Light Construction, Carpentry, Plumbing, and T.V. Cable Installation
Training Acceptable in Lieu of Experience	33%		67%	10	
Technical or Vocational Training Required	33%	7%	60%	17	Vocational Electrical School, Electrical Apprenticeship Program, and On-the- Job Training

Education:

Minimum level of education required by employers when hiring an applicant.:

20%	Less than High School
73%	High School
7%	Associates' Degree (2 Years)

Recruitment Methods

The top three most successful methods:

73%	Newspaper Ads
47%	Walk-In Applicants
47%	Employee Referrals

License and Certifications:

Although licensing requirements vary from area to area, electricians generally must pass an examination that tests their knowledge of electrical theory, the National Electrical Code, and local electric and building codes. The program consists of from 7,200 to 8,000 hours of combined on-the-job training. Upon completion of the program, they receive a certificate of Completion from the California Division of Apprenticeship Standards. Applicants must be at least 18 years old and have a high school diploma, although GED may be acceptable.

Desired Qualifications

Essential: knowledge of electrical systems, electrical equipment installation, troubleshooting, use reference materials, shop math, and cost estimating procedures; possession of soldering skills and mechanical aptitude; and ability to read blue prints.

Important: possession of customer service skills and oral communication; good color perception, ability to lift 50 lbs., climb ladders, and read/follow instructions.

Other: knowledge of safety procedures and fiber optic wiring; possession of dexterity skills; and ability to crawl under buildings.

Training Sources

Electrical trade can be learned by completing a 4-or-5 year apprentice programs, or on-the-job training for non-union members. Another way is completion of an electrical construction and maintenance program at a vocational or trade colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

	<u> </u>
75%	Industry Related Software
25%	Word Processing

ELECTRICIANS

CCOIS

ENOLOGISTS

2002

OES Code: 18-3161999

6 Employers Surveyed

12 Jobs Represented

92% Male

8% Female



Enologists direct and coordinate activities concerned with wine production. This involves crushing, fermentation, clarification, aging, blending, and bottling. Working either in their own firm's vineyards, or with viticulturists of other, grape-vineyards, Enologists examine grape samples to judge sweetness and acidity, to verify sound condition and lack of pesticide residue, and to authenticate grape varieties. They decide when to start the harvest and ensure that grapes are trucked to the crusher quickly and safely. Enologists supervise workers in the crushing and fermentation process, following legal and regulatory practices and record keeping requirements. In smaller operations, they may perform these processing duties themselves.

Alternate Job Titles:

Wine Maker, and Assistant Wine Maker.

Wages:

	Range	Median
New, No Experience Union		
New, Experienced Union	\$17.16 to \$26.85	\$21.58
3 Years with Firm Union	\$18.76 to \$41.23	\$26.37

Promotional Opportunities:

33% Promote 67% Don't Promote

Promotional opportunities may lead to positions such as Manager, or Cellar Master.

Employment Trends:

EDD Projections

2002 Size: Small - Approximately 12 employees

2002 Growth Rate: Not available 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): Not available

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	67%	0%	33%
Dental	17%	0%	50%
Vision	0%	0%	50%
Life	83%	0%	17%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	17%	0%	67%
Child Care	0%	33%	0%
Other	17%	0%	0%

Other Benefit Listed: Profit Sharing.

Turnover \(\)

9% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Not Sufficient data

Shifts:

100% of employers had day shift.

Mours:

	Full Time
% of all Employees	100%
Average Hours Per Week	40

Where the Jobs are: Major Industry is:

Wines, Brandy, and Brandy Spirits

<u> </u>	- 0				
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	100%	0%	0%	40	
Other Occupational Experience Accepted	17%		83%	24	Food Science
Training Acceptable in Lieu of Experience	0%		100%	0	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

M Education:

Minimum level of education required by employers when hiring an applicant.:

17%	Associates' Degree (2 Years)
66%	Bachelor's Degree (4 Years)
17%	Graduate Study

Recruitment Methods

The top three most successful methods:

50%	Head Hunters
50%	Word of Mouth
50%	Internet

License and Certifications:

None.

N Desired Qualifications

Essential: knowledge of crushing, fermentation, clarification, aging, blending, and bottling; possession of a keen sense of taste and smell; ability to direct and coordinate wine production activities, examine grape samples to judge sweetness and acidity, supervise others, and to understand laws and regulations.

Important: knowledge of grape varieties.

Other: knowledge of chemical hazards and laboratory safety.

Training Sources

Training can be obtained through a 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

100%	Word Processing
100%	Spreadsheet
60%	Database
20%	Desktop Publishing
20%	Windows Systems

ENOLOGISTS

CCOIS

ccois

FARM EQUIPMENT MECHANICS

2001

OES Code: 853210 15 Employers Surveyed

62 Jobs Represented

100% Male

0% Female

Description:

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Does not include Bus and Truck Mechanics and Diesel Engine Specialists.

Alternate Job Titles:

Mechanic, Equipment Technician, and Equipment Maintenance & Repair.

Wages:

	Range	Median
New, No Experience Union	\$8.00 to \$9.00	\$8.50
New, Experienced Union	\$6.75 to \$14.30	\$10.00
3 Years with Firm Union	\$7.50 to \$18.00	\$14.00

Promotional Opportunities:

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Shop Foreperson, Manager, or Parts Specialist.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	47%	27%
Dental	27%	27%
Vision	27%	13%
Life	27%	20%
Sick Leave	20%	0%
Vacation	67%	0%
Retirement	13%	20%
Child Care	0%	0%
Other	0%	0%

Employment Trends:

EDD Projections

2001 Size: Small - Approximately 70 employees 2001 Growth Rate: 3.6% - Slower than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 2 Job openings

Turnover

6% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift, 7% had swing-shift, 7% had graveyard shift, 7% had on-call shift.

Where the Jobs are: Major Industries are:

Farm	n and Garden Machinery
Indu	strial Machinery and Equipment

Mours:

	Full Time	Part Time
% of all Employees	98%	2%
Average Hours Per Week	42	20

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	80%	13%	7%	39	
Other Occupational Experience Accepted	43%		57%	19	General Farming, Mechanic, and Farm Shop Mechanic
Training Acceptable in Lieu of Experience	43%		57%	20	
Technical or Vocational Training Required	7%	13%	80%	12	Diesel Mechanic Program and General Mechanic Program

Education:

Minimum level of education required by employers when hiring an applicant.:

60%	Less than High School
40%	High School

Recruitment Methods

The top three most successful methods:

1110 00	p timee most successful methods.
53%	Employee Referrals
53%	Newspaper Ads
53%	Word of Mouth

License and Certifications:

None.

N Desired Qualifications

Essential: knowledge of safe work practices; service manuals; repair diesel engines, and hydraulics; ability to use hand tools. Important: knowledge of basic math; possession of mechanical aptitude; ability to operate testing equipment; and operate precision measuring instruments.

Other: ability to lift at least 75 lbs. repeatedly; read/follow instructions; and write legibly.

Training Sources

The length of training varies with the helper's aptitude and prior experience. At least 2 years of on-the-job training usually are necessary before a mechanic can efficiently do the more routine types of repair work, and additional training and experience are required for highly specialized repair and overhaul jobs.

Computer Software Sought

100% Industry Related Software

FARM EQUIPMENT MECHANICS

CCOIS

FINANCIAL MANAGERS

2002

OES Code: 130020

14 Employers Surveyed

88 Jobs Represented

60% Male

40% Female



Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

Alternate Job Titles:

Controller, Controller/Finance Officer, Chief Financial Officer, Financial Services Manager, General Manager, Finance Director, Publisher/Financial Manager, Business Manager, Administrative Manager, Correctional Business Manager I, and Accounting Manager.

Wages:

	Range	Median
New, No Experience	\$21.58 to \$21.58	\$21.58
Union		
New, Experienced	\$13.42 to \$31.16	\$22.60
Union		
3 Years with Firm	\$15.58 to \$40.49	\$25.61
Union		

Promotional Opportunities:

57% Don't Promote

Promotional opportunities may lead to positions such as Exectutive Director, C.E.O., C.F.O., Regional Operations, Superintendent, or Administrator.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	50%	0%	36%
Dental	50%	0%	36%
Vision	43%	0%	29%
Life	64%	0%	7%
Sick Leave	86%	0%	0%
Vacation	100%	0%	0%
Retirement	43%	21%	29%
Child Care	0%	0%	0%
Other	0%	0%	0%

Employment Trends:

EDD Projections

2002 Size: Small - Approximately 88 employees

2002 Growth Rate: 1.9% - Average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 21 Job openings

Turnover

8% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift.

Where the Jobs are: Major Industries are:

Brick, Stone and Related Construction Materials
Corrugated and Solid Fiber Boxes
Newspapers: Publishing, or Publishing and Printing
Chemicals and Allied Products
Petroleum Bulk Stations and Terminals

Mours:

	Full Time
% of all Employees	100%
Average Hours Per Week	40

		Not Required		Average Length	
	YES	but Preferred	NO	(Months)	Type of Experience or Training
Work Experience Required	93%	0%	7%	47	
Other Occupational Experience Accepted	50%		50%	54	Accounting, Office Manager/Head Bookkeeper, C.P.A., Payroll, and with-in Industry
Training Acceptable in Lieu of Experience	8%		92%	24	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

M Education:

Minimum level of education required by employers when hiring an applicant.:

7%	High School
21%	Associates' Degree (2 Years)
72%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

57%	Newspaper Ads
50%	Temp. Service/Head Hunters/Word of Mouth
43%	Private Employment Agencies

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of accounting applications and statistical analysis; possession of budget analysis skills, interpersonal skills, accounting skills; ability to use logic and analysis to identify the strengths and weaknesses of different approaches, to look at many indicators of system performance, and ability to determine how money will be spent.

Important: ability to write reports, to plan and organize the work of others, identify the nature of problems, and to use mathematics to solve problems.

Other: possession of customer service skills; ability to hire and assign personnel, and to read and comprehend information quickly.

Training Sources

Training can be obtained through a 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

	and the state of t		
100%	Word Processing		
92%	Spreadsheet		
69%	Database		
54%	Customized Accounting Software		
38%	Desktop Publishing		

FINANCIAL MANAGERS

CCOIS

FIRST LINE SUPERVISOR/MANAGERS OF MECHANICS, INSTALLERS, AND REPAIRERS

2003

SOC Code: 49-1011

16 Employers Surveyed

53 Jobs Represented

94% Male

6% Female

No Description:

Supervise and coordinate the activities of mechanics, installers, and repairers.

Alternate Job Titles:

Production Supervisor, Maintenance Supervisor, Foreperson, Service Manager, and Field Operation Supervisor.

Wages:

	Range	Median
New, No Experience Union	\$7.19 to \$26.85	\$20.17
New, Experienced Union	\$13.50 to \$28.29	\$19.18
3 Years with Firm Union	\$13.81 to \$33.56	\$22.54

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	44%	0%	50%
Dental	38%	6%	38%
Vision	38%	0%	25%
Life	75%	6%	13%
Sick Leave	56%	0%	0%
Vacation	94%	0%	0%
Retirement	38%	0%	50%
Child Care	0%	6%	0%
Other	0%	0%	0%

Mours:

	Full Time
% of all Employees	100%
Average Hours Per Week	40

Promotional Opportunities:

Fromote 44% Don't Promote

Promotional opportunities may lead to positions such as Manager and Director.

Employment Trends:

EDD Projections

2003 Size: Large - Approximately 115 employees 2003 Growth Rate: 1.2% - Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 32 Job openings

Turnover

10% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Shifts:

94% of employers had day shift, 19% had swing-shift, 13% had graveyard shift, 13% had split & rotating shifts.

Wines, Brandy, and Brandy Spirits
Corrugated and Solid Fiber Boxes
Mineral Wool
Motor Vehicle Dealers

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	75%	25%	0%	31	
Other Occupational Experience Accepted	56%		44%	24	Manufacturing, Conveyors Machinery, Mechanic, Industrial Engineering, Agricultural, Supervisory, and Telecomunications
Training Acceptable in Lieu of Experience	38%		63%	13	
Technical or Vocational Training Required	31%	25%	44%	14	Mechanic, Welding, Industrial Manufacturing, Computer, Field Operations, and Diesel Enginer

M Education:

Minimum level of education required by employers when hiring an applicant.:

13%	Less than High School
75%	High School
13%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

75%	In-House Promotion or Transfer
75%	Newspaper Ads
44%	Internet

№ License and Certifications:

None.

No Desired Qualifications

Essential: knowledge of performance appraisals, technical aspects of subordinates' duties, safe equipment operating practices, business math skills, and office management; ability to maintain shop and service records.

Important: knowledge of problem solving; possession of oral communications skills; ability to manage unexpected situations or circumstances, set work priorities, work under pressure, motivate others.

Training Sources

Training can obtained through public secondary schools, twoyear technical and community colleges, four-year colleges and universities, proprietary business and technical schools, and apprenticeship programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs. Computer Software Sought

37%	Word Processing
37%	Spreadsheet
25%	Database
6%	Desktop Publishing
25%	Other

FIRST LINE SUPERVISOR/MANAGERS OF MECHANICS, INSTALLERS, AND REPAIRERS

CCOIS

FIRST LINE SUPERVISORS - AGRICULTURAL, FORESTRY, FISHING AND RELATED OCCUPATIONS

2002

OES Code: 720020 15 Employers Surveyed

49 Jobs Represented

98% Male

2% Female

Description:

First Line Supervisors, Agricultural, Forestry, Fishing, and Related Occupations, directly supervise and coordinate the activities of agricultural, forestry, fishing and related workers. They may supervise helpers assigned to these workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same agricultural work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

Alternate Job Titles:

Production Supervisor, Foreperson, Shift Supervisor, Mill Supervisor, Supervisor of Operations Maintenance, Huller Manager, and Forestry Technician - Grade 6.

Wages:

	Range	Median
New, No Experience Union	\$7.50 to \$12.95	\$8.25
New, Experienced Union	\$7.50 to \$16.78	\$12.95
3 Years with Firm Union	\$9.59 to \$21.58	\$14.38

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	33%	0%	27%
Dental	27%	0%	27%
Vision	13%	0%	27%
Life	40%	0%	13%
Sick Leave	73%	0%	0%
Vacation	100%	0%	0%
Retirement	40%	0%	20%
Child Care	0%	7%	0%
Other	7%	0%	0%

Other Benefit Listed: Profit Sharing.

Mours:

	Full Time	Seasonal
% of all Employees	98%	2%
Average Hours Per Week	40	40

Promotional Opportunities:

33% Promote 67% Don't Promote

Promotional opportunities may lead to positions such as Manager, or Supervisor.

Employment Trends:

EDD Projections

™ Turnover

2002 Size: Medium - Approximately 49 employees 2002 Growth Rate: 4.1% - Much faster than the average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 3 Job openings

8% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift, 13% had swing-shift, 13% had graveyard shift, 7% had 24 hrs.shift.

Wines, Brandy, and Brandy Spirits
Canned Fruits, Vegetables, Preserves, Jams and Jellies
Dehydrated Fruits, Vegetables and Soup Mixes
Turkey and Turkey Eggs
Lawn and Garden Services

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	73%	20%	7%	25	
Other Occupational Experience Accepted	69%		31%	28	Plant Supervision, Mechanical, Horticulture, Personnel, and Ag Industry
Training Acceptable in Lieu of Experience	21%		79%	12	

Technical or Vocational Training Required	13%	7%	80%	15	Training in Food Science, School of Horticulture, and Community College Courses
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M Education:

Minimum level of education required by employers when hiring an applicant.:

- 1		
	40%	Less than High School
27% High School		High School
	20%	Associates' Degree (2 Years)
	13%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

73%		Newspaper Ads	
53% Word of Mouth		Word of Mouth	
	60%	In-House Promotion/Transfer	

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of techniques and equipment for planting, growing, and harvesting of food, food storage/handling techniques, strategic planning, resource allocation, and production methods; ability to communicate information, read and understand information, and work on a team environment. Important: knowledge of machines and tools, including their designs, uses, benefits, repair and maintenance; possession of time management skills; ability to inspect and evaluate the quality of products, and compile information.

Other: ability to make decisions.

Training Sources

Training can be obtained through a 2-year technical or community college that offers a two year Associate of Science Degree with emphasis in Park Technology or Forestry Technology. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

	100%	Word Processing			
100% Spreadsheet		Spreadsheet			
50% Database		Database			
25% Desktop Publishing		Desktop Publishing			
	25%	Email Software			

FIRST LINE SUPERVISORS - AGRICULTURAL, FORESTRY, FISHING AND RELATED OCCUPATIONS

CCOIS

2002

FIRST LINE SUPERVISORS AND MANAGERS OF PRODUCTION AND OPERATING WORKERS

18 Employers Surveyed

61 Jobs Represented

84% Male

16% Female

Description:

OES Code: 810080

First line Supervisors and Managers/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accountting, marketing, and personnel work. In addition, Manager/Supervisors, may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

Alternate Job Titles:

Plant Manager, Production Supervisor, Front Line Supervisor, Supervisor, Department Supervisor, Shift Manager, Manufacturing Supervisor, Cellar Worker Manager, Shop Foreperson, Shop Supervisor, Production Manager, Project Manager/Producer, Plant Supervisor, Production Lead, and Operations Supervisor.

Wages:

	Range	Median
New, No Experience Union	\$7.50 to \$11.03	\$9.59
New, Experienced Union	\$10.00 to \$28.11	\$14.86
3 Years with Firm Union	\$10.50 to \$31.05	\$18.97

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	39%	0%	61%
Dental	11%	6%	56%
Vision	11%	0%	33%
Life	67%	0%	17%
Sick Leave	56%	0%	0%
Vacation	94%	0%	0%
Retirement	22%	0%	39%
Child Care	0%	0%	0%
Other	6%	0%	0%

Other Benefit Listed: Profit Sharing.

Mours:

	Full Time
% of all Employees	100%
Average Hours Per Week	40

Promotional Opportunities:

61% Promote

39% Don't Promote

Promotional opportunities may lead to positions such as Plant Superintendant, Plant Manager, Assistant Manager, Plant Supervisor, Production Manager, or General Foreperson.

Employment Trends:

EDD Projections

2002 Size: Medium - Approximately 121 employees 2002 Growth Rate: 1.3% - Slower than the average

2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 22 Job openings

™ Turnover

21% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 39% had swing-shift, 17% had graveyard shift, 6% had 12 hrs. shifts.

Corrugated and Solid Fiber Boxes		
Flour and Other Grain Mill Products		
Commercial Printing		
Air Cond., Heating Equip. and Commercial		
Refrigeration		
Mineral Wool		

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	72%	22%	6%	31	
Other Occupational Experience Accepted	76%		24%	34	Managerial, Supervisory, and Production
Training Acceptable in Lieu of Experience	41%		59%	9	
Technical or Vocational Training Required	17%	0%	83%	11	Welding, and Mechanical Engineering

Education:

Minimum level of education required by employers when hiring an applicant.:

88%	High School
6%	Associates' Degree (2 Years)
6%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

]	
	72%	In-House Promotion/Transfer
56% Newspaper Ads		Newspaper Ads
39% Employment Dev		Employment Development Department

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of firm's machines and tools; possession of mechanical skills, ability to communicate well, maintain specialized manufacturing equipment, diagnose mechanical problems in industrial equipment, work independently, and under pressure.

Important: ability to assemble gear systems, small objects/parts, fit bearings, lift at least 100 lbs., and work as part of a team. **Other**: knowledge of purchase orders for parts & machines.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

100%	Word Processing	
92%	Spreadsheet	
42%	Desktop Publishing	
33%	Database	
33%	Industry Related Software	
17%	% Windows Systems	
8%	Email Software	

FIRST LINE SUPERVISORS AND MANAGERS OF PRODUCTION AND OPERATING WORKERS

CCOIS

FIRST-LINE SUPERVISORS/MANAGERS OF RETAIL SALES WORKERS

2003

SOC Code: 41-1011

15 Employers Surveyed

36 Jobs Represented

81% Male

19% Female



Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

Alternate Job Titles:

Lead Person.

Promotional Opportunities:

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Manager and Retail Director.

Wages:

	Range	Median
New, No Experience Union	\$7.50 TO \$19.20	\$16.11
New, Experienced Union	\$8.00 TO \$23.01	\$14.86
3 Years with Firm Union	\$9.50 TO \$25.00	\$17.26

Employment Trends:

EDD Projections

2003 Size: Very Largwe - Approximately 355 employees

2003 Growth Rate: 2.1% Faster than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 81 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	57%	7%	36%
Dental	57%	14%	21%
Vision	36%	7%	21%
Life	57%	7%	7%
Sick Leave	57%	0%	0%
Vacation	100%	0%	0%
Retirement	14%	7%	50%
Child Care	0%	0%	0%
Other	0%	0%	0%

Turnover

6% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 7% had swing-shift.

Mours:

	Full Time	Part Time
% of all Employees	97%	3%
Average Hours Per Week	41	25

Where the Jobs are:

Industries are too varied and diverse to be classified in any specific cluster

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	60%	13%	27%	27	
Other Occupational Experience Accepted	55%		45%	27	Sales and Manager
Training Acceptable in Lieu of Experience	27%		73%	2	
Technical or Vocational Training Required	13%	0%	87%	4	Specific Industry and Computers

M Education:

Minimum level of education required by employers when hiring an applicant.:

7%	Less than High School		
87%	High School		
7%	Associates' Degree (2 Years)		

Recruitment Methods

The top three most successful methods:

87%	In-House Promotion or Transfer
60%	Newspaper Ads
33%	Word of Mouth

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of management principles and practices, sales techniques, possession of customer service skills, leadership and team-building skills; ability to motivate, organize, and direct the work of subordinates.

Important: knowledge of basic math; possession of oral communication skills and attention to detail; possession of good judgment and decisiveness; ability to deal persuasively with customers.

Training Sources

Trainees usually develop the necessary skills on the job. This occupation is used in a wide variety of industries involving Sales. Employers may offer continuing education to employees in this occupation through company or vendor-sponsored seminars and college courses, or sales training.

Computer Software Sought

40%	Word Processing
33%	Spreadsheet
13%	Database
33%	Other

FIRST-LINE SUPERVISORS/MANAGERS OF RETAIL SALES WORKERS

CCOIS

FOOD PREPARATION WORKERS

2003

SOC Code: 35-2021

15 Employers Surveyed

253 Jobs Represented

35% Male

65% Female

Description:

Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Malternate Job Titles:

Crew person, Nutrition Resources Worker, Cafeteria Helper, Dietary Cook, and Cook Helper.

Wages:

	Range	Median
New, No Experience	\$6.75 to \$7.50	\$6.75
Union	\$7.75 to \$8.40	\$8.00
New, Experienced	\$6.75 to \$8.50	\$8.00
Union	\$7.78 to \$8.88	\$8.28
3 Years with Firm	\$7.25 to \$10.50	\$9.60
Union	\$8.38 to \$9.77	\$8.80

Promotional opportunities may lead to positions such as Cook, Head Cook, Assistant Manager, Food Supervisor, Shift Manager, and Person in Charge.

33% Don't Promote

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	27%	0%	45%
Dental	18%	0%	55%
Vision	18%	0%	36%
Life	27%	9%	9%
Sick Leave	73%	0%	0%
Vacation	82%	0%	0%
Retirement	18%	0%	45%
Child Care	0%	0%	0%
Other	0%	0%	0%

Employment Trends:

EDD Projections

2003 Size: Very Large - Approximately 278 employees 2003 Growth Rate: 1.1% - Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 128 Job openings

Promotional Opportunities:

Turnover

54% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 33% had swing-shift, 7% had graveyard shift, 7% had evenings shift.

Mours:

	Full Time	Part Time	Temp or on Call	Seasonal
% of all Employees	24%	71%	4%	1%
Average Hours Per Week	38	23	36	40

Eating and Drinking Places
Elementary and Secondary Schools
General Medical & Surgical Hospitals
Hotels & Motels
Nursing & Personal Care Facilities

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	33%	27%	40%	8	
Other Occupational Experience Accepted	50%		50%	8	Related Field
Training Acceptable in Lieu of Experience	67%		33%	4	
Technical or Vocational Training Required	0%	13%	87%	9	Related Field

M Education:

Minimum level of education required by employers when hiring an applicant.:

33%	Less than High School
67%	High School

Recruitment Methods

The top three most successful methods:

1110 10	three most successful methods.			
73%	Newspaper Ads			
40%	In-House Promotion or Transfer			
40%	Walk-Inn Applicants			

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of sanitary work environment and food safety issues; possession of sandwich & salad making skills; ability to handle multiple food orders in a timely fashion and work rapidly.

Important: possession of high standards of personal cleanliness and oral communication skills; ability to work under pressure; lift at least 30 lbs. repeatedly, and read & follow instructions.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

No computer skills required

FOOD PREPARATION WORKERS

CCOIS

FOREST AND CONSERVATION WORKERS

2001

OES Code: 790020

1 Employers Surveyed

125 Jobs Represented

67% Male

33% Female



Forest and Conservation Workers develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and trees; and controlling erosion and leaching of forest soil. Include such occupations as Forester Aides, Seedling Pullers, and Tree Planters.

Alternate Job Titles:

Forestry Technician.

Wages:

	Range	Median
New, No Experience Union	\$9.02 to \$9.02	\$9.02
New, Experienced Union	\$10.00 to \$10.00	\$10.00
3 Years with Firm Union	\$11.32 to \$11.32	\$11.32

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	0%	100%
Dental	0%	100%
Vision	0%	100%
Life	0%	100%
Sick Leave	100%	0%
Vacation	100%	0%
Retirement	0%	100%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	40%	12%	48%
Average Hours Per Week	40	40	40

Promotional Opportunities:

100% Promote

Promotional opportunities may lead to positions such as General Schedule 5 Step I.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 130 employees

2001 Growth Rate: 0% - Remain stable 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 10 Job openings

Turnover Turnover

12% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Insufficient Data Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 100% had swing-shift.

Where the Jobs are: Major Industry is:

Federal Government

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	0%	0%	100%	0	Type of Experience of Training
Other Occupational Experience Accepted	0%		0%	0	
Training Acceptable in Lieu of Experience	0%		0%	0	
Technical or Vocational Training Required	0%	100%	0%	4	Fire Training Course

MEducation:

Minimum level of education required by employers when hiring an applicant.:

100%	High School
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Recruitment Methods

The top three most successful methods:

The top three most successful methods.				
100%	Newspaper Ads			
100%	Walk-In Applicants			
100%	Internet			

National License and Certifications:

Licensing is required only for persons practicing as professional foresters for State Agencies, private industry, and consulting firms. A license is not necessary for persons working for the Federal Government on Federal Lands. Seven years of experience in forestry work, at least three years of which shall have been in charge of forestry work under the direct supervision of a person registered or qualified for registration under provisions of the Public Resources Code.

Desired Qualifications

Essential: knowledge of tools and machinery and logging operations; possession of a good health, motor skills, mechanical aptitude and coordinator; ability to work as a team, make decisions, work outdoors, and lift at least 50 lbs.

Training Sources

Training can be obtained through a 2-year technical or community college that offers a two year Associate of Science Degree with emphasis in Park Technology or Forestry Technology. Forest and Conservation Workers can get training to supplement their experience through fire safety courses. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

No computer skills required

FOREST AND CONSERVATION WORKERS

CCOIS

GENERAL OFFICE CLERKS

2003

SOC Code: 43-9061

20 Employers Surveyed

119 Jobs Represented

3% Male

97% Female



Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of the office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Alternate Job Titles:

General Clerical, Office Aid/Clerk, Vendor Compliance Clerk, Receptionist, and Bookkeeping Clerk.

Wages:

	Range	Median
New, No Experience	\$6.75 to \$9.56	\$8.25
Union	\$8.28 to \$8.28	\$8.28
New, Experienced	\$7.50 to \$11.00	\$8.92
Union	\$8.40 to \$10.34	\$8.88
3 Years with Firm	\$8.00 to \$14.00	\$10.74
Union	\$9.17 to \$11.19	\$10.15

Promotional Opportunities:

70% Promote 30% Don't Promote

Promotional opportunities are too broad for this occupation due to the industry diversity. Employers listed promotional opportunities to administrative and supervisory positions. Also, promotions and advancements may be enhanced if workers continue to improve their skills.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	39%	0%	61%
Dental	39%	6%	56%
Vision	39%	6%	39%
Life	44%	6%	22%
Sick Leave	78%	0%	0%
Vacation	100%	0%	0%
Retirement	22%	6%	72%
Child Care	0%	6%	6%
Other	0%	0%	0%

Employment Trends:

EDD Projections

2003 Size: Very Large - Approximately 635 employees

2003 Growth Rate: 2.4% - Faster than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 219 Job openings

Turnover

11% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult



100% of employers had day shift.

Where the Jobs are:

Industries are too varied and diverse to be classified in any specific cluster

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	88%	9%	3%
Average Hours Per Week	39	19	40

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	70%	15%	15%	19	
Other Occupational Experience Accepted	63%		38%	14	Officce Environment, Clerical, Receptionist, and data Entry
Training Acceptable in Lieu of Experience	35%		65%	9	
Technical or Vocational Training Required	10%	10%	80%	8	Computer and Office Environment

■ Education:

Minimum level of education required by employers when hiring an applicant.:

5%	Less than High School
90%	High School
5%	Associates' Degree (2 Years)

Recruitment Methods

The top three most successful methods:

1110 00	p timee most successful methods.
75%	Newspaper Ads
40%	Word of Mouth
35%	In-House Promotion or Transfer

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of administrative and clerical procedures and filing & record management systems; possession of up-to-date skills in the use of word processing systems; ability to use of photocopiers, fax machines and other electronic equipments.

Training Sources

General clerical skills can be learned in high school, adult education, Regional Occupation Programs (ROP), community colleges or business schools. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

95%	Word Processing
85%	Spreadsheet
20%	Database
20%	Desktop Publishing
55%	Other

GENERAL OFFICE CLERKS

CCOIS



GUARDS AND WATCH GUARDS

2001

OES Code: 630470

7 Employers Surveyed

132 Jobs Represented

73% Male

27% Female



Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and



Security Guard and Officers.

Promotional Opportunities:

57% Don't Promote

Promotional opportunities may lead to positions such as Armored Officer, Security Guard, or Standing Guard Patrol.

Wages:

	Range	Median
New, No Experience	\$6.25 to \$9.17	\$7.00
Union		
New, Experienced	\$6.25 to \$11.11	\$9.00
Union		
3 Years with Firm	\$7.00 to \$14.00	\$10.00
Union		

Unionization is negligible in this occupation.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 140 employees 2001 Growth Rate: 4.8% - Faster than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 60 Job openings

M Renefits:

2. Beliento:					
	Employer Pays All	Shared Cost			
	Full time	Full time			
Medical	0%	57%			
Dental	0%	57%			
Vision	0%	43%			
Life	14%	14%			
Sick Leave	57%	0%			
Vacation	57%	0%			
Retirement	29%	29%			
Child Care	0%	0%			
Other	0%	0%			

Turnover

26% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 86% had swing-shift, 71% had graveyard shift.

Mours:

	Full Time	Part Time	Temp or on Call	Seasonal
% of all Employees	69%	20%	9%	2%
Average Hours Per Week	40	21	12	20

Elementary and Secondary Schools
General Medical and Surgical Hospitals
Job Training and Related Services
Hotels and Motels

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	14%	14%	72%	15	
Other Occupational Experience Accepted	50%		50%	24	Law Enforcement
Training Acceptable in Lieu of Experience	0%		100%	0	
Technical or Vocational Training Required	14%	0%	86%	3	Guard Card Requirements

M Education:

Minimum level of education required by employers when hiring an applicant.:

29%	Less than High School
71%	High School

Recruitment Methods

The top three most successful methods:

1110 10	p three most successful methods.
57%	Newspaper Ads
57%	Walk-In Applicants
43%	Employee Referrals/Word of Mouth

License and Certifications:

The State requires registration of guards. If firearms are required for the job, a weapons permit is also required. Armed uniformed guards must be registered by the Bureau of Collection & Investigative Services in Sacramento. To receive a Guard Registration Card, the applicant must pass a 2 hour written exam on the exercise of the power to arrest. If the Guard will be carrying an exposed gun, a Firearm Permit must also be obtained. This permit requires approximately 14 hours of written and range examination on the carrying and use of firearms. Those with felony convictions can apply if they occurred more than seven years ago.

Desired Qualifications

Essential: knowledge of report writing skills, safety procedures, customer service skills, people and communication skills; possession of security guard registration, good vision, good physical condition, good hearing, clean police record, and good grooming and public contact skills; ability to work nights, weekends, and holidays, ability to handle crisis situations.

Important: knowledge of safety patrolling work, first aid and CPR, and crowd control; ability to deal effectively with difficult

CPR, and crowd control; ability to deal effectively with difficult individuals, stand continuously for 2 or more hours, read and follow instructions, and write legibly.

Other: possession of people and communication skills and license to carry firearms; ability to work independently and use tear gas.

Training Sources

The amount of training guards receive varies. Training requirements are higher for armed guards because their employers are legally responsible for any use of force.



No computer skills required

GUARDS AND WATCH GUARDS

CCOIS



HAND PACKERS AND PACKAGERS

2001

OES Code: 989020

15 Employers Surveyed

551 Jobs Represented

45% Male

55% Female

Description:

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

Name of the Alternate Job Titles:

Courtesy Clerk, Shipper, Material Handler, Loader, Expeditor, Palletizer, Line Packer, Processor, Sorter, and Warehouse Person.

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$9.30	\$6.25
New, Experienced Union	\$6.25 to \$10.00	\$6.28
3 Years with Firm Union	\$6.25 to \$11.00	\$7.00

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	18%	36%
Dental	0%	55%
Vision	0%	45%
Life	9%	36%
Sick Leave	9%	9%
Vacation	45%	9%
Retirement	36%	9%
Child Care	0%	0%
Other	0%	9%

Other Benefit Listed: Profit Sharing.

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	31%	7%	62%
Average Hours Per Week	43	21	47

Promotional Opportunities:

33% Don't Promote

Promotional opportunities may lead to positions such as Crew Leader, Warehouse Worker, Cashier, Department Manager, Line Operator, Material Handler, Production, or Shipping & Receiving Clerk.

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 555 employees

2001 Growth Rate: 3.8% - Average 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 120 Job openings

Turnover

9% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Insufficient Data Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 40% had swing-shift, 20% had graveyard shift.

Glass Containers
Wines, Brandy, and Brandy Spirits
Grocery Stores
Flour and Other Grain Mill Products

1	-				
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	0%	33%	67%	5	
Other Occupational Experience Accepted	60%		40%	4	Farm Labor and Fruit Packer
Training Acceptable in Lieu of Experience	0%		100%	0	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

M Education:

Minimum level of education required by employers when hiring an applicant:

80%	Less than High School
20%	High School

Recruitment Methods

The top three most successful methods:

87%	Walk-In Applicants
80%	Employee Referrals
40%	Word of Mouth

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of basic math; possession of good color perception and good eye-hand coordination; ability to use hands, arms and fingers, and lift 50 lbs. repeatedly.

Important: knowledge of packing and wrapping procedures/materials, shipping and labeling procedures, safety procedures; ability to work with close supervision and learn from on-the-job training.

Other: ability to perform accurate work, interact well with others, and write legibly.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

	50%	Spreadsheet	
	50%	Database	
50% Industry Related Software		Industry Related Software	

HAND PACKERS AND PACKAGERS

CCOIS

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

2003

SOC Code: 49-9021

8 Employers Surveyed

59 Jobs Represented

98% Male

2% Female

No Description:

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Alternate Job Titles:

Technician/Installer, Mechanic Installer, Sheet Metal Technician, Journeyperson Technician, and Millwright.

Wages:

	Range	Median
New, No Experience Union	\$7.00 to \$10.00	\$8.50
New, Experienced Union	\$9.50 to \$15.60	\$12.50
3 Years with Firm Union	\$14.50 to \$18.65	\$15.34

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	13%	13%	25%
Dental	25%	0%	25%
Vision	13%	13%	25%
Life	25%	0%	13%
Sick Leave	38%	0%	0%
Vacation	100%	0%	0%
Retirement	25%	0%	50%
Child Care	0%	13%	0%
Other	0%	0%	0%

Mours:

	Full Time	Part Time
% of all Employees	98%	2%
Average Hours Per Week	40	15

Promotional Opportunities:

62% Promote

38% Don't Promote

Promotional opportunities may lead to positions such as Foreperson, Mechanic, and Supervisor.

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 60 employees

2003 Growth Rate: 1.8% - Average 2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 13 Job openings

Turnover

10% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift, 38% had swing-shift, 13% had graveyard shift.

Plumbing, Heating, and Air-conditioning
Specialty Hospital, except Psychiatric
Wines, Brandy, and Brandy Spirits
Welding Repair

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	50%	50%	0%	36	
Other Occupational Experience Accepted	50%		50%	18	Maintenancce, Plumbing, and Construction
Training Acceptable in Lieu of Experience	75%		25%	16	
Technical or Vocational Training Required	75%	0%	25%	19	Industrial technology, Maintenance, Mechanic, Certification, and Vocatinal

M Education:

Minimum level of education required by employers when hiring an applicant.:

38%	Less than High School
50%	High School
13%	Associates' Degree (2 Years)

Recruitment Methods

The top three most successful methods:

	88%	Walk-In Applicants		
	75% Word of Mouth			
63% Newspaper Ads		Newspaper Ads		

National License and Certifications:

None.

No Desired Qualifications

Essential: knowledge of problem solving; possession of good DMV driving record, valid driver's license, soldering skills, and pipefitting skills.

Important: knowledge of mathematical computations; possession of oral communication skills; ability to read/follow instructions.

Training Sources

Many secondary and post-secondary technical and trade schools, junior and community colleges, and the Armed Forces offer 1- to 2-year programs. Apprenticeship programs are frequently run by joint committees representing local chapters of the Air-Conditioning Contractors of America, the Mechanical Contractors Association of America, the National Association of Plumbing, Heating and Cooling Contractors, and locals of the Sheet Metal Workers' International Association or the United Association or the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States. These programs generally last 4 or 5 years and combine on-the-job training with 144 hours of classroom instruction each year in related subjects. Applicants for these programs must have a high school diploma or its equivalent. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

No computer skills required

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

CCOIS

HOTEL, MOTEL, and RESORT DESK CLERKS

2003

SOC Code: 43-4081

13 Employers Surveyed

67 Jobs Represented

21% Male

79% Female



Accommodate hotel, motel, and resort patrons by registering and assigning room to guests, issuing room keys, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Alternate Job Titles:

Front Desk Clerk and Hospitality Agent.

Wages:

	Range	Median	
New, No Experience Union	\$6.75 to \$7.00	\$6.88	
New, Experienced Union	\$6.75 to \$8.50	\$7.25	
3 Years with Firm Union	\$6.75 to \$10.00	\$8.50	

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	0%	25%
Dental	0%	17%
Vision	0%	8%
Life	8%	8%
Sick Leave	8%	0%
Vacation	58%	0%
Retirement	0%	17%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	72%	13%	15%
Average Hours Per Week	39	29	32

Promotional Opportunities:

46% Don't Promote 54% Promote

Promotional opportunities may lead to positions such as Supervisor, Manager, Administrative Assistant, Auditor, Senior Front Desk, and Assistant Manager.

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 85 employees 2003 Growth Rate: 2.2% - Faster than average 2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 35 Job openings

Turnover

34% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

92% of employers had day shift, 92% had swing-shift, 54% had graveyard shift.

Where the Jobs are: Major Industry is:

Hotels & Motels

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	8%	15%	77%	15	
Other Occupational Experience Accepted	100%		0%	5	Office Environment, Hotelary Field, and Retail Field
Training Acceptable in Lieu of Experience	67%		33%	4	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

MEducation:

Minimum level of education required by employers when hiring an applicant.:

23%	Less than High School	
77%	High School	

Recruitment Methods

The top three most successful methods:

77%	Word of Mouth
69%	Newspaper Ads
54%	Walk-In Applicants

National License and Certifications:

None.

Desired Qualifications

Essential: knowledge of intermediate business math and cash register knowledge; possession of customer service skills; ability to schedule/coordinate hotel, resort, cruise or expedition reservations; provide customer service, receive payments & make change, and follow/give instructions.

Important: knowledge of safety procedures; ability to prioritize tasks and resolve conflicts.

Other: knowledge of record keeping and possession of oral & written communication skills.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

	1 8
23%	Word Processing
8%	Spreadsheet
8%	Database
15%	Other

HOTEL, MOTEL, and RESORT DESK CLERKS

CCOIS

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

2001

OES Code: 979470 17 Employers Surveyed

112 Jobs Represented

97% Male

3% Female

Description:

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

Alternate Job Titles:

Fork Lift Operator/Driver, Yard Person, Material Handler, and Warehouse Person.

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$10.50	\$8.00
New, Experienced Union	\$6.75 to \$12.00	\$9.00
3 Years with Firm	\$7.00 to \$15.00	\$11.00
Union		

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	24%	59%
Dental	12%	41%
Vision	6%	29%
Life	18%	29%
Sick Leave	35%	18%
Vacation	59%	18%
Retirement	18%	41%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	90%	1%	9%
Average Hours Per Week	41	30	50

Promotional Opportunities:

76% Promote 24% Don't Promote

Promotional opportunities may lead to positions such as Foreperson, Supervisor, Manager, Shipping & Receiving Clerk, Loader Operator, Counter & Rental Clerk, or Mechanic. Also, promotions or advancements may be enhanced if workers continue to broaden and improve their skills.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 120 employees 2001 Growth Rate: 6.3% - Much faster than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 50 Job openings

Turnover

6% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 29% had swing-shift, 6% had graveyard shift.

Wines, Brandy, and Brandy Spirits
Mineral Wool
Glass Containers
Refrigeration & Heating Equipment

Experience and Trai					
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	24%	29%	47%	10	
Other Occupational Experience Accepted	56%		44%	8	Inspector Packer, Shipping Clerk, Trucking, and Commercial Yard. Operator
Training Acceptable in Lieu of Experience	44%		56%	4	
Technical or Vocational Training Required	0%	12%	88%	4	Trucking

M Education:

Minimum level of education required by employers when hiring an applicant.:

41%	Less than High School
59%	High School

License and Certifications:

None.

Recruitment Methods

The top three most successful methods:

65%	Walk-In Applicants
59%	Employee Referrals
35%	Private Employment Agencies

Desired Qualifications

Essential: knowledge of safe equipment operating practices, record keeping, and inventory techniques; possession of good memory; ability to weigh and/or measure stock materials, and lift at least 50 lbs.

Important: possession of a good spatial aptitude; ability to work independently, write legibly, and interact well with others.

Other: possession of computer familiarity; ability to work outdoor in all weather conditions, handle stress, and read/follow instructions.

Training Sources

Apprenticeship programs for construction equipment operators consist of at least 3 years, (6000 hours) of on-the-job training and 144 hours a year of related classroom instructions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

	67%	Word Processing
	67%	Database
	67%	Industry Related Software
ſ	33%	Spreadsheet

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

CCOIS

LABORERS, LANDSCAPING AND GROUNDSKEEPING

2001

OES Code: 790410

19 Employers Surveyed

125 Jobs Represented

90% Male

10% Female



Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

Alternate Job Titles:

Maintenance Worker

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$9.15	\$7.00
New, Experienced Union	\$6.50 to \$9.22	\$8.50
3 Years with Firm Union	\$7.50 to \$12.00	\$10.87

Benefits:

	Employer Pays All	Shared Cost	
	Full time	Full time	
Medical	22%	28%	
Dental	17%	22%	
Vision	6%	17%	
Life	0%	6%	
Sick Leave	28%	0%	
Vacation	56%	0%	
Retirement	0%	17%	
Child Care	0%	0%	
Other	0%	0%	

Other Benefits: 1/2 off rent, 4 Holidays

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	66%	8%	26%
Average Hours Per Week	40	27	40

Promotional Opportunities:

74% Don't Promote

Promotional opportunities may lead to positions such as Foreperson, Groundskeeper II, or Apprentice Plumber.

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 230 employees 2001 Growth Rate: 4.5% - Faster than the average 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 110 Job openings

Turnover

10% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 5% had swing-shift.

Flowers, Nursery Stock, and Florists' Supplies
Lawn and Garden Services
Hotels and Motels
Job Training and Related Services

Experience and Train	S				
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	16%	32%	52%	8	
Other Occupational Experience Accepted	100%		0%	8	Commercial Landscaping, Groundskeeping, Lawn Care Worker, Electrical and Construction
Training Acceptable in Lieu of Experience	33%		67%	3	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

M Education:

Minimum level of education required by employers when hiring an applicant.:

47%	Less than High School
53%	High School

Recruitment Methods

The top three most successful methods:

1110 00	p timee most successful memous.
89%	Walk-In Applicants
68%	Employee Referrals
42%	Word of Mouth

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of gardening tools, pesticides and herbicides, plumbing repair, sprinkler repair and sprinkler installation; possession of lawn & gardening skills and pruning skills.

Important: possession of public contact skills and willingness to work with close supervision; ability to use hand & power tools or equipment, and lift at least 75 lbs. repeatedly.

Other: possession of a reliable vehicle; ability to work independently.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

No computer skills required

LABORERS, LANDSCAPING AND GROUNDSKEEPING

CCOIS

MAIDS AND HOUSEKEEPING CLEANERS

2002

OES Code: 670020

19 Employers Surveyed

263 Jobs Represented

15% Male

85% Female



Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Alternate Job Titles:

Laundry Workers, Preppers of Linens, and Room Attendants.

Wages:

	Range	Median	
New, No Experience Union	\$6.75 to \$7.00	\$6.75	
New, Experienced Union	\$6.75 to \$7.50	\$7.00	
3 Years with Firm Union	\$7.50 to \$12.00	\$8.00	

Promotional Opportunities:

68% Promote 32% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Supervisor Assistant, Maintenance Manager, Hospitality Manager, Head Housekeeper, Office Person, Activities Worker, or Store Clerk.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	11%	0%	32%
Dental	0%	5%	21%
Vision	5%	0%	21%
Life	11%	5%	5%
Sick Leave	37%	0%	0%
Vacation	47%	0%	0%
Retirement	11%	5%	16%
Child Care	0%	0%	0%
Other	0%	0%	0%

Other Benefits: Sick leave after 6 months

Employment Trends:

EDD Projections

2002 Size: Very Large - Approximately 319 employees 2002 Growth Rate: 2.2% - Faster than the average

2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 89 Job openings

Turnover

20% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 21% had swing-shift, 11% had graveyard shift.

Mours:

120020	Full Time	Part Time	Temp or on Call	Seasonal
% of all Employees	58%	15%	2%	25%
Average Hours Per Week	29	25	22	38

Hotels and Motels
Nursing and Personal Care Facilities, NEC
Real Estate Agents and Managers
Skilled Nursing Care Facilities
General Medical and Surgical Hospitals

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	5%	26%	69%	9	
Other Occupational Experience Accepted	40%		60%	15	Any Kind of Cleaning Experience, and Hotel/Motel Services
Training Acceptable in Lieu of Experience	33%		67%	2	
Technical or Vocational Training Required	0%	0%	100%	0	

Education:

Minimum level of education required by employers when hiring an applicant.:

89%	Less than High School
11%	High School

Recruitment Methods

The top three most successful methods:

The top three most successful methods.					
	89%	Newspaper Ads			
	74%	Walk-In Applicants			
	47%	Word of Mouth			

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of cleaning compounds and solutions; ability to operate vacuum cleaners and commercial laundry machines, and lift at least 50 lbs. repeatedly.

Important: willingness to work with close supervision; ability to read/follow instructions.

Other: ability to write legibly and work independently.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

No computer skills required

MAIDS AND HOUSEKEEPING CLEANERS

CCOIS

MAINTENANCE REPAIRERS - GENERAL UTILITY

2001

OES Code: 851320

15 Employers Surveyed

52 Jobs Represented

83% Male

17% Female



General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Alternate Job Titles:

Welder Helper, General Facility Maintenance, and Building Crafts & Maintenance Worker.

Wages:

	Range	Median
New, No Experience	\$6.25 to \$9.00	\$7.04
Union		
New, Experienced	\$6.50 to \$12.00	\$8.47
Union		
3 Years with Firm	\$7.50 to \$15.00	\$10.75
Union		

Promotional Opportunities:

47% Promote 53% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, Assistant Manager, Fork Lift Operator, Welder, Maintenance Engineer, or to a Senior Level.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	27%	47%
Dental	20%	40%
Vision	7%	33%
Life	0%	27%
Sick Leave	33%	13%
Vacation	40%	27%
Retirement	7%	33%
Child Care	0%	0%
Other	0%	0%

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 300 employees

2001 Growth Rate: 3.8% - Average 2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 120 Job openings

Turnover

15% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 13% had swing-shift.

Mours:

	Full Time	Part Time	Temp or on Call	Seasonal
% of all Employees	86%	6%	4%	4%
Average Hours Per Week	40	21	16	40

Local Government
Food Products Machinery
Mineral Wool
Dehydrated Fruits, Vegetables, Soup Mixes

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	53%	27%	20%	20	
Other Occupational Experience Accepted	58%		42%	19	Construction Trade, Electrical, and Handy-man Work
Training Acceptable in Lieu of Experience	42%		58%	9	
Technical or Vocational Training Required	0%	7%	93%	4	Construction Trade

Education:

Minimum level of education required by employers when hiring an applicant.:

67%	Less than High School
33%	High School

Recruitment Methods

The top three most successful methods:

73%	Walk-In Applicants
67%	Newspaper Ads
60%	Employee Referrals

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of arc welding, gas welding, painting, carpentry, electrical repair, electronics and hazardous materials, and plumbing; possession of basic math; ability to read blueprints, operate power hand tools, do cement work, repair and install heating and air conditioning systems, and read and follow instructions.

Important: possession of oral communication skills; ability to lift at least 50 lbs. repeatedly, write legibly, and work independently. **Other**: knowledge of swimming pool maintenance.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

_			1 0
	50%	%	Word Processing
	509	%	Industry Related Software
	50%	%	Windows Systems

MAINTENANCE REPAIRERS - GENERAL UTILITY

CCOIS

MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

2002

OES Code: 329020

7 Employers Surveyed

43 Jobs Represented

35% Male

65% Female

Description:

Medical and Clinical Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity.

Alternate Job Titles:

Clinical Lab Scientist, Lab Assistant or Supervising Clinical Lab Tech, Lab Tech, Medical Assistant, and Quality Control Lab Tech.

Wages:

	Range	Median
New, No Experience Union	\$8.50 to \$21.50	\$11.02
New, Experienced Union	\$8.50 to \$25.66	\$17.00
3 Years with Firm Union	\$9.50 to \$27.12	\$21.75

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	14%	57%
Dental	14%	57%
Vision	43%	0%
Life	57%	0%
Sick Leave	71%	0%
Vacation	71%	0%
Retirement	57%	14%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	56%	28%	16%
Average Hours Per Week	40	20	9

Promotional Opportunities:

43% Promote

57% Don't Promote

Promotional opportunities may lead to positions such as Manager, or Section Leader.

Employment Trends:

EDD Projections

2002 Size: Medium - Approximately 43 employees 2002 Growth Rate: 2.1% - Faster than the average

2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 15 Job openings

Turnover

5% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift, 29% had swing-shift, 29% had graveyard shift.

Specialty Hospitals, Except Psychiatric		
General Medical and Surgical Hospitals		
Correctional Institutions		
Medical Laboratories		
Offices and Clinics of Doctors of Medicine		

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	57%	29%	14%	15	
Other Occupational Experience Accepted	0%		100%	0	
Training Acceptable in Lieu of Experience	17%		83%	24	
Technical or Vocational Training Required	43%	0%	57%	10	Certification, Lab Certification, and Accute Care Hospital Internship

Education:

Minimum level of education required by employers when hiring an applicant.:

29%	High School
29%	Associates' Degree (2 Years)
42%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

	1110 00	p timee most successful methods.					
	57%	Newspaper Ads					
ĺ	43%	Employee Referrals					
ĺ	43%	Internet					

License and Certifications:

Licensing is administered by the Department of Health Services. Various ways to qualify for the examination are: (1)B.S. degree in Medical Technology - includes one year of approved training in a clinical laboratory; (2)B.A. degree with a major in Clinical Laboratory studies or a closely related field that includes required coursework, plus one-year approved training in a clinical laboratory; (3)90 semester units-or equivalent quarter units that include clinical laboratory or closely related courses and completion of two-years of approved clinical training.

Desired Qualifications

Essential: knowledge of laboratory procedures, laboratory safety procedures, chemistry, sterilization techniques, and medical terminology; ability to operate precision laboratory equipment. **Important**: knowledge of record keeping and advanced math; possession of blood-drawing skills; ability to concentrate for prolonged periods of time.

Other: possession of oral communication skills; ability to write legibly and follow instructions.

Training Sources

Formal training is offered in community and technical schools, and in the Armed Forces. Community and Junior College programs last 2 years and lead to an associate degree. Others are shorter and lead to a certificate in medical laboratory technology. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

	1 8		
67% Word Processing			
67%	Spreadsheet		
67%	Database		
33%	Industry Related Software		

MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

CCOIS

MEDICAL ASSISTANTS

2003

SOC Code: 31-9092

17 Employers Surveyed

70 Jobs Represented

1% Male

99% Female



Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Alternate Job Titles:

Physician's Assistant.

Wages:

	Range	Median
New, No Experience Union	\$6.75 to \$8.50	\$7.75
New, Experienced Union	\$7.50 to \$10.00	\$8.50
3 Years with Firm Union	\$9.00 to \$12.00	\$10.00

Promotional Opportunities:

88% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Patient Care Technician.

Employment Trends:

EDD Projections

2003 Size: Large - Approximately 133 employees 2003 Growth Rate: 5% - Much faster than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 61 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	59%	0%	24%
Dental	35%	6%	0%
Vision	18%	12%	6%
Life	29%	6%	0%
Sick Leave	82%	0%	12%
Vacation	88%	0%	6%
Retirement	35%	0%	41%
Child Care	0%	0%	6%
Other	0%	0%	0%

Turnover

30% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 6% had 11 am to 8 pm shift.

Mours:

	Full Time	Part Time
% of all Employees	90%	10%
Average Hours Per Week	39	25

3	,
Offices & Clinics of Medical Doo	ctor
Specialty Outpatient Facilities	

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	35%	47%	18%	12	
Other Occupational Experience Accepted	50%		50%	9	Related Field or Clerical Field
Training Acceptable in Lieu of Experience	50%		50%	4	
Technical or Vocational Training Required	47%	29%	24%	12	Certification, Phlebotomy, and Vocational.

Education:

Minimum level of education required by employers when hiring an applicant:

100% High School

Recruitment Methods

The top three most successful methods:

71%	Newspaper Ads					
59%	Word of Mouth					
53%	Walk-In Applicants					

License and Certifications:

None, however, medical assistant training is regulated by the state. Work site must have documentation of their completion of training required by law and regulations, and the supervising physician must be on the premises. Experience requirement is ten hours of training and ten performances each of the three various injections (intradermal, subcutaneous and intramuscular), blood withdrawal and skin testing.

No Desired Qualifications

Essential: knowledge of medical terminology; possession of blood drawing skills, sterilization techniques, and inventory techniques; possession of oral communication skills; ability to administer injections and take vital signs.

Important: possession of willingness to work with close supervision; ability to handle crisis situation, write legibly, and read/follow instructions.

Other: knowledge of basic math; possession of Medical Assistant Certificate; ability to work under pressure.

Training Sources

Training can be obtained through vocational-technical high schools, postsecondary vocational schools, community and junior colleges and universities. Postsecondary programs usually last either 1 year, resulting in a certificate or diploma, or 2 years, resulting in an Associate Degree. These programs are accredited by the Committee on Allied Health Education Accreditation (CAHEA) and the Accrediting Bureau for Health Education Schools (ABHES). Medical Assistants who meet the American Association of Medical Assistants (AAMA) qualifications may receive certification after passing a written examination. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

	1			
59%	Word Processing			
29%	Spreadsheet			
12%	Database			
6%	Desktop Publishing			
35%	Other			

MEDICAL ASSISTANTS

CCOIS

ccois

MEDICAL SECRETARIES

2003

SOC Code: 43-6013

18 Employers Surveyed

68 Jobs Represented

0% Male

100% Female



Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Alternate Job Titles:

Medical Front Support/Receptionist, Medical Receptionist, Billing Clerk, Medical Biller, and Front Office Staff.

Wages:

Range	Median
\$6.75 to \$9.00	\$7.00
\$7.75 to \$11.00	\$8.63
\$9.00 to \$13.00	\$10.75
	\$6.75 to \$9.00 \$7.75 to \$11.00

Promotional Opportunities:

17% Promote 83% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Billing Clerk, Billing Office Assistant, Manager, and Lead Person.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	53%	0%	13%
Dental	47%	0%	7%
Vision	7%	13%	0%
Life	20%	0%	0%
Sick Leave	80%	0%	7%
Vacation	93%	0%	7%
Retirement	27%	7%	40%
Child Care	0%	7%	7%
Other	0%	0%	0%

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 70 employees 2003 Growth Rate: 1.5% Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 9 Job openings

Turnover

25% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 6% had swing-shift, 6% had 11 am to 8 pm shift.

Mours:

	Full Time	Part Time
% of all Employees	82%	18%
Average Hours Per Week	40	26

Offices & Clinics of Medical Doctors
Offices & Clinics of Dentists
Specialty Outpatient Facilities
Residential Care

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	50%	39%	11%	13	
Other Occupational Experience Accepted	88%		13%	10	Office and Medical Environment, and Computers
Training Acceptable in Lieu of Experience	44%		56%	4	
Technical or Vocational Training Required	11%	22%	67%	7	Computers, Medical Environment, Secretary, and Insurance Billing

Education:

Minimum level of education required by employers when hiring an applicant.:

6%	Less than High School
94%	High School

Recruitment Methods

The top three most successful methods:

1110 10	p three most successful methods.
83%	Newspaper Ads
83%	Word of Mouth
50%	Walk-In Applicants

License and Certifications:

None.

Desired Qualifications

Essential: ability to schedule appointments, manage medical records, make appointments, compile/maintain medical records, prepare business correspondence, use coding and abstract data in automated medical records system, and transcribe information as part of administrative support.

Important: knowledge of inventory, medical supplies & instruments, and maintain libraries; ability to compose business correspondence and operate business machines.

Other: knowledge of correct grammar, punctuation & spelling, and interpersonal communication techniques; ability to use computer.

Training Sources

Training can be obtained in various ways, from high school vocational education programs, to 1-to 2-year programs offered by business schools, vocational-technical institutes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

67%	Word Processing			
50%	Spreadsheet			
22%	Database			
6%	Desktop Publishing			
56%	Other			

MEDICAL SECRETARIES

CCOIS

NURSE AIDES

2002

OES Code: 660080 11 Employers Surveyed

352 Jobs Represented

7% Male

93% Female

Description:

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

Alternate Job Titles:

Certified Nursing Assistant (C.N.A.), Pediatric Care Technician, Development Disabled Nursing Assistant, Patient Care Technician, Health Aides, and Health Service Specialist.

Wages:

	Range	Median
New, No Experience Union	\$7.50 to \$10.20	\$8.50
New, Experienced Union	\$8.00 to \$11.00	\$8.55
3 Years with Firm Union	\$8.50 to \$12.00	\$10.00

Promotional Opportunities:

45% Don't Promote

Promotional opportunities may lead to positions such as Program Manager, Clinic Coordinator, L.V.N., Equipment Technician, and Medical Records.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	27%	0%	64%
Dental	9%	9%	64%
Vision	18%	9%	27%
Life	36%	27%	9%
Sick Leave	73%	0%	9%
Vacation	82%	0%	0%
Retirement	36%	9%	36%
Child Care	0%	0%	9%
Other	0%	0%	0%

Other Benefits: Room + Board + Utilities + Food, \$100 Bonus after training within 90 days

Employment Trends:

EDD Projections

2002 Size: Very Large - Approximately 352 employees 2002 Growth Rate: 3.1% - Much faster than the average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2002): 123 Job openings

Turnover

29% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 55% had swing-shift, 64% had graveyard shift, 9% had 2x12 hrs shifts.

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	72%	25%	3%
Average Hours Per Week	39	20	19

Specialty Hospitals, Except Psychiatric
Nursing and Personal Care Facilities
Home Health Care Services
Skilled Nursing Care Facilities
Residential Care

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	18%	27%	55%	8	
Other Occupational Experience Accepted	40%		60%	9	Certified Nursing Assistant, and Patient Care Experience
Training Acceptable in Lieu of Experience	80%		20%	3	
Technical or Vocational Training Required	64%	0%	36%	6	C.N.A. (Certified Nursing Assistant) Training Program, and Certification

Education:

Minimum level of education required by employers when hiring an applicant.:

18%	Less than High School
82%	High School

Recruitment Methods

The top three most successful methods:

82%	Newspaper Ads
55%	School/Program Referrals
36%	Employee Referrals, Walk-In Applicants, and Word of Mouth

License and Certifications:

Certified Nurse Assistant. Applicants must have 100 hours of supervised clinical training and 50 hours of classroom training. After applicants successfully complete a State-approved Certified Nurse Assistant Program, the school arranges to take the Federal Test.

Desired Qualifications

Essential: knowledge of asepsis, medical terminology, emergency procedures, transferring techniques, and record techniques; ability to read/follow instructions and take vital signs.

Important: possession of oral communication skills; ability to provide personal services to clients, work independently, interact well with others, and handle crisis situation.

Other: knowledge of basic math and Spanish language fluency, and possession of Nurse Aide Certification.

N Training Sources

Formal Training usually lasts from one to nine weeks under close supervision of a general duty nurse or licensed practical nurse. Training can be obtained through high schools, vocational-technical centers, some nursing homes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

No computer skills required

NURSE AIDES

CCOIS

OPERATING ENGINEERS

2003

SOC Code: 47-2073029

15 Employers Surveyed

67 Jobs Represented

100% Male

0% Female

Description:

Operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.

Alternate Job Titles:

Concrete Pourer/Setter, and Tractor Operator.

Wages:

	Range	Median
New, No Experience Union	\$7.00 to \$10.50	\$9.00
New, Experienced Union	\$8.50 to \$18.00	\$12.00
3 Years with Firm Union	\$12.00 to \$21.00	\$16.00

Unionization is negligible for this occupation.

Promotional Opportunities:

60% Don't Promote

Promotional opportunities may lead to positions such as Foreperson and Driller Operator.

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 70 employees

2003 Growth Rate: 0% - Remain stable 2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 1 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	20%	0%	47%
Dental	7%	7%	7%
Vision	7%	7%	0%
Life	0%	7%	13%
Sick Leave	20%	0%	0%
Vacation	60%	0%	0%
Retirement	7%	0%	7%
Child Care	0%	0%	0%
Other	0%	0%	0%

Turnover

10% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day .

Mours:

	Full Time	Seasonal
% of all Employees	91%	9%
Average Hours Per Week	40	40

Excavation Work
Structural Steeel Erection
Highway & Street Construction, except Elevated
Highway
Plumbing, Heating, & Air-conditioning

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	53%	27%	20%	15	
Other Occupational Experience Accepted	42%		58%	8	Finisher, Construction, Large Equipment Operator, and Paver
Training Acceptable in Lieu of Experience	50%		50%	8	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

Education:

Minimum level of education required by employers when hiring an applicant.:

53%	Less than High School
47%	High School

Recruitment Methods

The top three most successful methods:

80%	Word of Mouth
73%	Employee Referrals
60%	Walk-In Applicants

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of materials, machines and tools, troubleshooting procedures; possession of manual dexterity; ability to perform routine maintenance.

Important: knowledge of safety procedures; possession of good hand-eye coordination; ability to use hands, arms, and fingers and follow instructions.

Other: ability to work independently and use reference materials.

Training Sources

Apprenticeship involves on-the-job training in the form of paid employment, together with supplemental related training at a designated training center. Applicants must be age 18 or older and may be required to submit evidence of good physical condition and completion of high school education or equivalent Applicants meeting minimum requirements are given a written test that measures basic reading and math abilities and mechanical understanding. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

No computer skills required

OPERATING ENGINEERS

CCOIS

2002

PACKAGING AND FILLING MACHINE OPERATORS AND TENDERS

16 Employers Surveyed

247 Jobs Represented

82% Male

18% Female

Description:

OES Code: 929740

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, bailing machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

Alternate Job Titles:

Operator, Crew Person/Inspector Packer, Assembler, Packager/Shipper, Production Operator, Material Handler, Packaging & Inspecting Operators, Mill Operator, Meat Clerk, Meat Clerk/Wrapper, Cellar Assistant, Meat Sales Clerk, Filling & Bottling Operator, and Warehouse Packager.

Wages:

	Range	Median
New, No Experience Union	\$6.75 to \$11.30	\$7.50
New, Experienced Union	\$6.75 to \$13.96	\$8.85
3 Years with Firm Union	\$7.00 to \$17.10	\$12.00

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	44%	0%	38%
Dental	38%	0%	38%
Vision	19%	6%	25%
Life	44%	0%	13%
Sick Leave	56%	0%	0%
Vacation	69%	0%	6%
Retirement	38%	0%	31%
Child Care	0%	0%	0%
Other	0%	0%	0%

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	93%	6%	1%
Average Hours Per Week	41	30	50

Promotional Opportunities:

81% Promote 19% Don't Promote

Promotional opportunities may lead to positions such as Plant Manager, Assistant Manager, Production Supervisor, Production Coordinator, Lead Mill Operator, Dept. Manager, Quality Manager, Line Operator, Buyer, Head Meat Cutter, Meat Cutter, Maintenance Mechanic, Cellar Worker, Checker, Press Worker, Store Room Attendant, or Set-Up Person.

Employment Trends:

EDD Projections

2002 Size: Very Large - Approximately 247 employees 2002 Growth Rate: 1.1% - Slower than the average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 52 Job openings

Turnover

15% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 56% had swing-shift, 31% had graveyard shift, 13% had 12 hrs. shift.

Mineral Wool
Motor Vehicle Parts and Accessories
Corrugated and Solid Fiber Boxes
Commercial Printing
Confectionery

= = = = = = = = = = = = = = = = = = =					
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	13%	37%	50%	13	
Other Occupational Experience Accepted	75%		25%	19	Equipment Maintenance/Welding, Manufacturing, Production, Assembly, and Fork Lift Operating
Training Acceptable in Lieu of Experience	87%		13%	6	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

MEducation:

Minimum level of education required by employers when hiring

38%	Less than High School
62%	High School

Recruitment Methods

The top three most successful methods:

1110 10	p three most successful methods.
56%	Walk-In Applicants
38%	Word of Mouth
44%	In-House Promotion/Transfer

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of safety equipment usage, specific product knowledge, and basic math; possession of good-eye coordination and manual dexterity; ability to full use of arms, hands and

Important: possession of good vision and good color perception; ability to stand for prolonged periods of time and follow oral instructions.

Other: possession of punctuality and attendance ethics and oral communication skills; ability to read/follow written instructions.

Training Sources

Trainees usually develop the necessary skills on the job.



PACKAGING AND FILLING MACHINE OPERATORS AND **TENDERS**

CCOIS



PAINTERS, CONSTRUCTION AND MAINTENANCE

2003

SOC Code: 47-2141

11 Employers Surveyed

68 Jobs Represented

100% Male

0% Female

N Description:

Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency..

Alternate Job Titles:

Journey Painter.

Wages:

	Range	Median	
New, No Experience Union	\$7.00 to \$8.25	\$7.63	
New, Experienced Union	\$8.38 to \$18.00	\$10.00	
3 Years with Firm Union	\$10.00 to \$24.00	\$12.50	

Unionization is negligible for this occupation.

Promotional Opportunities:

82% Promote

18% Don't Promote

Promotional opportunities may lead to positions such as Foreperson, Supervisor, Mechanic, Leadperson, Assemblyperson, and Salesperson.

Employment Trends:

EDD Projections

2003 Size: Medium - Approximately 70 employees 2003 Growth Rate: 0.9% - Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 16 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	9%	0%	36%
Dental	18%	9%	0%
Vision	9%	9%	0%
Life	18%	0%	9%
Sick Leave	18%	0%	0%
Vacation	64%	0%	0%
Retirement	9%	9%	18%
Child Care	0%	0%	0%
Other	0%	0%	0%

Turnover

18% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift.

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	90%	7%	3%
Average Hours Per Week	40	27	40

Painting & Paper Hanging
Roofing, Siding, & Sheet Metal Work
Residential Building Construction

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	82%	18%	0%	25	
Other Occupational Experience Accepted	18%		82%	9	Manufacturing and Construction
Training Acceptable in Lieu of Experience	82%		18%	22	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

Education:

Minimum level of education required by employers when hiring an applicant.:

45	%	Less than High School
55	%	High School

Recruitment Methods

The top three most successful methods:

82%	Word of Mouth
64%	Newspaper Ads
55%	Employee Referrals

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of paints and related chemicals, surface preparation, hazardous materials, drywall installation/repair, and safe working practices; possession of a reliable vehicle, spray painting skills, roller painting skills, brush painting skills; ability to use airless sprayer, work from ladders and scaffolds, and use and read a tape measure.

Important: knowledge of spraying lacquer; possession of good color perception; ability to stand for prolonged periods, work independently, lift at least 50 lbs. repeatedly, and follow oral instructions.

Other: possession of metal painting skills; ability to write legibly, interact well with others, and read/follow instructions.

Training Sources

The formal way to journey-level status is through an apprenticeship program or informal, on-the-job instruction. The apprenticeship program consists of 3 to 4 years of supervised, on-the-job training, in addition to 144 hours of related classroom instruction each year. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

No computer skills required

PAINTERS, CONSTRUCTION AND MAINTENANCE

CCOIS

PHARMACY TECHNICIANS

2001

OES Code: 325180

15 Employers Surveyed

60 Jobs Represented

28% Male

72% Female



Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Alternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience	\$7.00 to \$10.00	\$8.07
Union	\$7.50 to \$14.21	\$10.00
New, Experienced	\$9.00 to \$11.50	\$9.75
Union	\$9.75 to \$15.00	\$11.00
3 Years with Firm	\$11.00 to \$16.00	\$12.00
Union	\$12.90 to \$16.75	\$13.85

80% Don't Promote 20% Promote

Promotional Opportunities:

Promotional opportunities may lead to positions such as Store Manager, Pharmacy Technician Buyer, or Pharmacy Technician II & III.

Employment Trends:

EDD Projections

2001 Size: Medium - Approximately 70 employees 2001 Growth Rate: 4.8% - Faster than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 20 Job openings

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	33%	53%
Dental	20%	53%
Vision	27%	40%
Life	27%	33%
Sick Leave	80%	0%
Vacation	87%	0%
Retirement	27%	47%
Child Care	0%	0%
Other	7%	0%

Other Benefit Listed: Stock Options.

Turnover

24% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 20% had swing-shift, 7% had graveyard shift.

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	92%	5%	3%
Average Hours Per Week	40	25	18

Drug Stores and Proprietary Stores
Department Stores

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	27%	40%	33%	14	
Other Occupational Experience Accepted	60%		40%	16	Pharmacy Clerk and Medical Field
Training Acceptable in Lieu of Experience	80%		20%	9	
Technical or Vocational Training Required	67%	20%	13%	9	Pharmacy Technician Program

M Education:

Minimum level of education required by employers when hiring an applicant.:

93%	High School
7%	Associates' Degree (2 Years)

Recruitment Methods

The top three most successful methods:

1110	5 timee most successful memous.		
67%	Walk-In Applicants		
53%	Employee Referrals		
40%	In-House Promotion or Transfer		

License and Certifications:

Licensing is administered by the Board of Pharmacy. Applicants must have 1500 hours as a Pharmacy Clerk; one year and a minimum of 1500 hours performing duties of a Pharmacy Technician.

N Desired Qualifications

Essential: knowledge of chemical compounds; ability to complete and explain insurance forms, calculate weights and measurements, apply sterilization techniques, measure and calculate using metrics, accurately record and report information, and follow government regulations & reporting requirements.

Important: ability to pay close attention to detail, work independently, read and follow directions, and oral communication skills.

Other: knowledge of cultural diversity; ability to use computer; and possession of oral communication skills.

Training Sources

Training can be obtained through vocational schools, community and junior colleges.

Computer Software Sought

100%	Industry Related Software
7%	Word Processing
7%	Spreadsheet

PHARMACY TECHNICIANS

CCOIS

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

2003

SOC Code: 47-2152

10 Employers Surveyed

37 Jobs Represented

95% Male

5% Female

Description:

Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.

Alternate Job Titles:

Pool Plumber, Water Treatment Operator, and Street Fitter.

Wages:

	Range	Median
New, No Experience Union	\$7.00 to \$10.00	\$7.50
New, Experienced Union	\$9.25 to \$23.00	\$13.75
3 Years with Firm Union	\$15.00 to \$26.00	\$19.50

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	11%	33%
Dental	11%	0%
Vision	11%	0%
Life	11%	0%
Sick Leave	22%	0%
Vacation	78%	0%
Retirement	11%	0%
Child Care	0%	0%
Other	0%	0%

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	95%	3%	3%
Average Hours Per Week	40	30	15

Promotional Opportunities:

60% Promote

40% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Foreperson.

Employment Trends:

EDD Projections

2003 Size: Large - Approximately 120 employees 2003 Growth Rate: 0.7% Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 16 Job openings

Turnover

56% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift, 10% had swing-shift, 10% had graveyard shift.

Plumbing, Heating, and Air-conditioning		
Water, Sewer, Pipeline, Communication, & Power		
Line Construction		
Special Trade Contractors		
Water Supply		

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	50%	30%	20%	26	
Other Occupational Experience Accepted	13%		88%	6	Maintenance
Training Acceptable in Lieu of Experience	63%		38%	14	
Technical or Vocational Training	10%	00%	00%	24	Apprenticeship program

Education

Required

Minimum level of education required by employers when hiring an applicant.:

40%	Less than High School
60%	High School

Recruitment Methods

The top three most successful methods:

	p timee most successful methods.
70%	Newspaper Ads
70%	Word of Mouth
50%	Walk-In Applicants

License and Certifications:

Plumbers License. Although there are no uniform national licensing requirements, most communities require plumbers to be licensed. Licensing requirements vary from area to area, but most localities require workers to pass an examination that tests their knowledge of the trade and local plumbing codes.

Desired Qualifications

Essential: knowledge of building codes and hazardous materials; possession of soldering, pipefitting and customer service skills; ability to analyze and solve problems, use hand tools, read blue prints, and work in cramped/confined places.

Important: ability to lift at least 50 lbs, work independently, and read/follow instructions.

Other: knowledge of basic mathematical calculations; ability to lay out job and write legibly.

Training Sources

Apprenticeship programs consist of full time supervised on-the-job training and concurrent classroom instruction. Upon completion of the program, apprentice3s must pass a union-administered trade test and a city licensing test regulated by the California State Division of Apprenticeship Standards. Candidates for the program must possess a high school diploma or its equivalent, and must pass aptitude tests. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

100% Word Processing

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

CCOIS

2002

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS & WEIGHERS

OES Code: 830050 15 Employers Surveyed 59 Jobs Represented 97% Male 3% Female

Description:

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

Alternate Job Titles:

Quality Control, Operators, Lab Technician/Quality Assurance Line Inspector, Utility Worker/Catcher, Shift Supervisor, Q.C. Technician, Quality Inspector, Quality Assurance, Production Manager, General Manager, and Production Supervisor.

Wages:

	Range	Median
New, No Experience Union	\$7.50 to \$9.00	\$8.44
New, Experienced Union	\$8.00 to \$18.29	\$10.50
3 Years with Firm Union	\$10.00 to \$23.97	\$14.21

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	20%	0%	73%
Dental	13%	0%	73%
Vision	0%	13%	40%
Life	60%	7%	13%
Sick Leave	47%	0%	0%
Vacation	100%	0%	0%
Retirement	33%	0%	47%
Child Care	0%	0%	0%
Other	7%	0%	0%

Other Benefit Listed: Profit Sharing.

Mours:

	Full Time	Temp or on Call
% of all Employees	98%	2%
Average Hours Per Week	40	40

Promotional Opportunities:

13% Don't Promote

Promotional opportunities may lead to positions such as Plant Manager, Supervisor, Foreperson, Lead Operator, Welder, General Laborer, Batch House Operator, Process Operator, or Tube Mill Operator.

Employment Trends:

EDD Projections

2002 Size: Medium - Approximately 59 employees

2002 Growth Rate: 2.0% - Average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 7 Job openings

Turnover

12% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Shifts:

93% of employers had day shift, 40% had swing-shift, 20% had graveyard shift, 7% had 12 hrs. shift.

Synthetic Rubber
Mineral Wool
Air Cond., Heating Equip. and Commercial Refridg.
Prepared Feed and Feed Ingrediants for Animals &
Fowl, except Dogs/Cats
Aluminum Extruded Products

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	60%	13%	27%	22	
Other Occupational Experience Accepted	82%		18%	16	Manufacturing, Inspection, Quality Control, and Production
Training Acceptable in Lieu of Experience	18%		82%	14	
Technical or Vocational Training Required	0%	7%	93%	1	In-House Training

M Education:

Minimum level of education required by employers when hiring an applicant.:

7%	Less than High School		
73%	High School		
20%	Bachelor's Degree (4 Years)		

Recruitment Methods

The top three most successful methods:

67%	In-House Promotion/Transfer
47%	Newspaper Ads
33%	Employment Development Department

National License and Certifications:

None.

Desired Qualifications

Essential: possession of basic math skills, problem identification skills, and color perception; ability to operate inspection equipment, calculate weights and measurements, use of precision tools, read blueprints, and operate electric testing equipment. Important: ability to tolerate noise and dust, read and follow instructions, stand for prolonged periods, lift at least 50 lbs., and work independently.

Other: possession of oral communication skills.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

	1
100%	Word Processing
100%	Spreadsheet
67%	Database
33%	Desktop Publishing
17%	Industry Related Software
33%	Other

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS & WEIGHERS

CCOIS

RADIOLOGIC TECHNICIANS

2002

OES Code: 329190

12 Employers Surveyed

45 Jobs Represented

36% Male

64% Female

N Description:

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Also, includes works whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

Alternate Job Titles:

X-Ray Technician, Radiologic Technologists, X-Ray Technologist/Ultrasound Technologist, Radiation & Dental Assistant, Certified X-Ray Technician, and Radiologic Technologist/Senior Radiologist.

Wages:

	Range	Median
New, No Experience Union	\$7.00 to \$18.06	\$14.00
New, Experienced Union	\$14.25 to \$19.17	\$15.74
3 Years with Firm Union	\$15.00 to \$22.26	\$18.23

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	25%	0%	50%
Dental	8%	8%	42%
Vision	25%	17%	8%
Life	33%	0%	0%
Sick Leave	75%	0%	0%
Vacation	75%	0%	0%
Retirement	42%	0%	25%
Child Care	0%	8%	0%
Other	0%	0%	0%

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	71%	16%	13%
Average Hours Per Week	40	14	20

Promotional Opportunities:

42% Promote 58% Don't Promote

Promotional opportunities may lead to positions such as Senior Radiologic Technician, Supervisor, X-Ray Technician, or Physician's Assistant.

Employment Trends:

EDD Projections

2002 Size: Medium - Approximately 45 employees 2002 Growth Rate: 3.1% - Much faster than the average 2002 Madera County Growth: 1.9%

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7 Year Projection: (1999 - 2006): 19 Job openings

Turnover

7% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

92% of employers had day shift, 17% had swing-shift, 17% had graveyard shift, 17% had on-call shift.

General Medical and Surgical Hospitals
Offices and Clinics of Doctors of Medicine
Offices and Clinics of Dentists
Specialty Hospitals, Except Psychiatric

= Emperience and Train					
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	58%	17%	25%	17	
Other Occupational Experience Accepted	0%		100%	0	
Training Acceptable in Lieu of Experience	22%		78%	15	
Technical or Vocational Training Required	92%	0%	8%	14	Radiologic Vocational Program, and State Certified Licensing

Education:

Minimum level of education required by employers when hiring an applicant.:

58%	High School	
42%	Associates' Degree (2 Years)	

Recruitment Methods

The top three most successful methods:

1110 10	p three most successful methods.
75%	Newspaper Ads
58%	School/Program Referrals
42%	Employee Referrals

License and Certifications:

Certification of Radiologic Technologist can be obtained by a completion of an approved 2-year academic program and clinical experience.

Desired Qualifications

Essential: knowledge of medical terminology, ultrasound scanning, CT scanning, anatomy, and physiology; possession of a State CRT Certificate; ability to use film developing equipment; follow fluoroscopic imaging procedures, administer magnetic resonance imaging, use of a dosimeter, follow safe equipment operating practices, and apply transferring techniques moving patients.

Important: ability to read and understand operating manuals, detect abnormal signs or reactions in patients, work independently, under pressure, and read and follow instructions. Other: possession of oral communication skills.

Training Sources

Training can be obtained through hospitals, colleges and universities, and vocational-technical institutes. Most programs are two years in length. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

100%	Word Processing
50%	Spreadsheet
50%	Database
50%	Other

RADIOLOGIC TECHNICIANS

CCOIS

REGISTERED NURSES

2002

OES Code: 325020

17 Employers Surveyed

287 Jobs Represented

11% Male

89% Female

Description:

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Alternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience	\$12.00 to \$22.05	\$20.36
Union	\$19.35 to \$25.11	\$22.23
New, Experienced	\$19.18 to \$25.00	\$21.16
Union	\$19.18 to \$28.21	\$20.71
3 Years with Firm	\$21.61 to \$28.00	\$24.75
Union	\$19.18 to \$30.73	\$21.77

Promotional Opportunities:

53% Promote 47% Don't Promote

Promotional opportunities may lead to positions such as Director, Supervisor, Administrative R.N., or Head Nurse.

Employment Trends:

EDD Projections

2002 Size: Very Large - Approximately 287 employees 2002 Growth Rate: 3.2% - Much faster than the average

2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 260 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	29%	6%	41%
Dental	24%	12%	41%
Vision	24%	18%	18%
Life	29%	24%	0%
Sick Leave	65%	0%	6%
Vacation	82%	0%	0%
Retirement	35%	12%	24%
Child Care	0%	0%	0%
Other	0%	0%	0%

Turnover

9% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Shifts:

100% of employers had day shift, 35% had swing-shift, 41% had graveyard shift, 12% had on-call shift.

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	66%	13%	21%
Average Hours Per Week	39	23	27

Offices and Clinics of Doctors of Medicine
Correctional Institutions
Used Merchandise Stores
Elementary and Secondary Schools
Residential Care

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	36%	35%	29%	10	
Other Occupational Experience Accepted	17%		83%	9	Home Health Care, and Acute Care
Training Acceptable in Lieu of Experience	42%		58%	10	
		<u> </u>			
Technical or Vocational Training Required	47%	0%	53%	15	Nursing Program, Extended Orientation, Externship, and Nurse Licensing

M Education:

Minimum level of education required by employers when hiring an applicant.:

60	%	High School
47	'%	Associates' Degree (2 Years)
47	'%	Bachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

82%	Newspaper Ads
35%	Walk- In Applicants
35%	Employee Referrals

License and Certifications:

Licensed Registered Nurse. Applicants must complete a professional nursing program in approved school of nursing or by additional preparation by licensed vocational nurses or military corpsmen.

Desired Qualifications

Essential: knowledge of medical tests or procedures, institutional care procedures, health/sanitation procedures, clinical problem solving techniques, body responses variations, interpersonal communication techniques, and patient observation procedures; possession of IV Certificate; ability to administer medications/treatments and analyze medical data/patient activity. Important: knowledge of basic math skills; possession of oral communication skills; ability to maintain medical records, handle crisis situations, work independently, and work as a team. Other: knowledge of variety of cultures; possession of second language fluency; ability to follow/give instructions.

Training Sources

Training can be obtained through 2-year technical or community college; private business; 4-year college or university, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

43%	Word Processing
43%	Spreadsheet
42%	Industry Related Software
29%	Database
29%	Other

REGISTERED NURSES

CCOIS

RETAIL SALESPERSONS

2003

SOC Code: 41-2031

15 Employers Surveyed

362 Jobs Represented

39% Male

61% Female

No Description:

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.

Alternate Job Titles:

Sales Associate, Clerks, Customer Service Person, and Cashier/Clerk.

Wages:

	Range	Median
New, No Experience Union	\$6.75 to \$11.00	\$6.75
New, Experienced Union	\$6.75 to \$15.63	\$8.50
3 Years with Firm Union	\$7.40 to \$15.63	\$10.00

Promotional Opportunities:

87% Promote 13% Don't Promote

Promotional opportunities may lead to positions such as Manager, Assistant Manager, Lead Person, Team Leader, and Supervisor.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	43%	7%	50%
Dental	36%	21%	29%
Vision	21%	14%	14%
Life	43%	7%	7%
Sick Leave	36%	0%	0%
Vacation	100%	0%	0%
Retirement	7%	0%	57%
Child Care	0%	0%	0%
Other	0%	0%	0%

Employment Trends:

EDD Projections

2003 Size: Very Large - 735

2003 Growth Rate: 2.5% -Faster than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 292 Job openings

Turnover

24% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 33% had swing-shift, 7% had graveyard shift, 0% had other shift ()

Where the Jobs are:

Industries are too varied and diverse to be classified in any specific cluster

Mours:

	Full Time	Part Time
% of all Employees	36%	64%
Average Hours Per Week	40	29

	-				
	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	27%	33%	40%	11	
Other Occupational Experience Accepted	89%		11%	10	Retail Field
Training Acceptable in Lieu of Experience	44%		56%	5	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

M Education:

Minimum level of education required by employers when hiring an applicant.:

40)%	Less than High School
60)%	High School

Recruitment Methods

The top three most successful methods:

THE	p timee most successful methods.
80%	Newspaper Ads
73%	Word of Mouth
67%	Walk-In Applicants

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of sales techniques and cash register operation; possession of customer service skills and good grooming skills; ability to make change.

Important: knowledge of basic math; possession of oral communication skills and attention to detail; ability to work as part of a team and stand 2 or more hours.

Other: ability to work independently, lift at least 10 lbs, and read/follow instructions.

Training Sources

Trainees usually develop the necessary skills on the job. This occupation is used in a wide variety of industries involving Sales. Employers may offer continuing education to employees in this occupation through company or vendor-sponsored seminars and college courses, or sales training.

Computer Software Sought

	1 0
7%	Word Processing
7%	Spreadsheet
7%	Other

RETAIL SALESPERSONS

CCOIS

SHEET METAL WORKERS

2001

OES Code: 891320

14 Employers Surveyed

174 Jobs Represented

98% Male

2% Female



Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

Alternate Job Titles:

Fabricators, Shear Operator, Flame Cutter, and Air Conditioning Refrigeration Technician.

Wages:

	Range	Median
New, No Experience Union	\$6.50 to \$8.10	\$7.38
New, Experienced Union	\$7.25 to \$11.00	\$8.75
3 Years with Firm	\$10.50 to \$17.10	\$14.63
Union		

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	14%	7%	57%
Dental	7%	0%	36%
Vision	7%	0%	21%
Life	14%	0%	7%
Sick Leave	21%	0%	0%
Vacation	71%	0%	7%
Retirement	14%	0%	21%
Child Care	0%	0%	7%
Other	0%	0%	0%

Mours:

	Full Time	Temp or on Call	Seasonal
% of all Employees	92%	1%	7%
Average Hours Per Week	41	15	40

Promotional Opportunities:

57% Don't Promote

Promotional opportunities may lead to positions such as Welder, Crew Leader, Fabricator, Air Conditioner Worker, or senior positions. Also, promotions or advancements may be enhanced if workers continue to broaden and improve their skills.

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 200 employees 2001 Growth Rate: 4.8% - Faster than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 30 Job openings

Turnover

17% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

93% of employers had day shift, 14% had swing-shift, 7% had graveyard shift.

Refrigeration and Heating Equipment
Food Products Machinery
Roofing, Siding, and Sheet Metal Work

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	43%	21%	36%	17	
Other Occupational Experience Accepted	78%		22%	14	Welding, Production Worker, Machine Shop Operator, Carpentry, Electrical, Plumbing, and Construction Trade
Training Acceptable in Lieu of Experience	67%		33%	6	
Technical or Vocational Training Required	21%	14%	65%	7	Welding Program and Sheet Metal Program

M Education:

Minimum level of education required by employers when hiring an applicant.:

21%	Less than High School
79%	High School

License and Certifications:

None.

Recruitment Methods

The top three most successful methods:

64%	Employee Referrals
57%	Newspaper Ads
43%	Word of Mouth

Desired Qualifications

Essential: knowledge of safe equipment operating practices; possession of good eye/ hand coordination, mechanical and spatial aptitudes; sheet metal working & welding skills, and manual dexterity; ability to use power hand tools.

Important: knowledge of shop math; ability to lift 50 lbs. repeatedly, stand for prolonged periods, and work with close supervision.

Other: ability to read/follow instructions, work under pressure, and write legibly.

Training Sources

Training can be obtained through apprenticeship programs, which consists of 4 or 5 years of on-the-job training and a minimum of 144 hours per year of classroom instruction. Apprenticeship programs, administered in each area by the local Sheet Metal Joint Apprenticeship Committee, include practical work experience supplemented by related classroom instruction. A relatively small number of persons pick up the trade informally, usually by working as helpers to experienced sheet metal workers. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

No computer skills required

SHEET METAL WORKERS

CCOIS

ccois

SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC

2002

OES Code: 273050

8 Employers Surveyed

115 Jobs Represented

15% Male

85% Female

Description:

Social Workers, (except Medical and Psychiatric) counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Please do not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

Alternate Job Titles:

Client Supervisor, Job Coach, Counselor/Journeyperson Level 1, Family Advocate, Case Managers, Counselor, and Therapist.

Wages:

	Range	Median
New, No Experience Union	\$7.04 to \$34.52	\$12.00
New, Experienced Union	\$7.50 to \$15.00	\$12.24
3 Years with Firm Union	\$8.50 to \$28.77	\$15.17

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	63%	0%	25%
Dental	63%	0%	13%
Vision	50%	0%	13%
Life	50%	0%	13%
Sick Leave	88%	0%	0%
Vacation	88%	0%	0%
Retirement	25%	13%	38%
Child Care	13%	0%	0%
Other	0%	0%	0%

Mours:

	Full Time	Part Time
% of all Employees	87%	13%
Average Hours Per Week	40	22

Promotional Opportunities:

62% Promote 38% I

38% Don't Promote

Promotional opportunities may lead to positions such as County Officer, Program Director, Supervisor, or Coordinator.

Employment Trends:

EDD Projections

2002 Size: Large - Approximately 121 employees 2002 Growth Rate: 2.6% - Faster than the average

2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 31 Job openings

Turnover Turnover

24% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 25% had swing-.

Residential Care
Executive and Legislative Offices Combined
Individual and Family Social Services
Job Training and Vocational Rehabilitation Services
Skilled Nursing Care Facilities

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	37%	38%	25%	15	
Other Occupational Experience Accepted	67%		33%	17	Counseling Experience (both group and individual), Hospital/Day Care, and Anything in Social Services
Training Acceptable in Lieu of Experience	33%		67%	9	
	1	<u> </u>			

Technical or Vocational Training Required	38%	0%	62%	5	Drug and Alcohol Certification, First Aid, C.P.R. Training, Water Safety, and Self Defense Training
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Education:

Minimum level of education required by employers when hiring an applicant.:

25%	High School
13%	Associates' Degree (2 Years)
37%	Bachelor's Degree (4 Years)
25%	Graduate Study

Recruitment Methods

The top three most successful methods:

75%	Newspaper Ads
38%	Word of Mouth
38%	Employment Development Department

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of protective services for children, adults and elderly, family social work, and veterans services; possession of a clean police record and a valid driver's license; ability to apply complex rules and regulations, handle crisis situations, work independently and with close supervision, and interview others for information.

Important: knowledge of court proceedings; possession of vocational counseling skills; ability to read and follow instructions and think logically.

Other: possession of oral communication skills.

Training Sources

Training can be obtained in colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

I	100%	Word Processing
	75%	Spreadsheet

SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC

CCOIS

TEACHERS – ELEMENTARY SCHOOL

2001

OES Code: 313050

10 Employers Surveyed

936 Jobs Represented

17% Male

83% Female

Description:

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academics, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

Alternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience Union	\$12.56 to \$17.36	\$14.49
New, Experienced	\$15.42 to \$19.00	\$17.21
Union	\$13.63 to \$20.07	\$16.36
3 Years with Firm	\$23.00 to \$26.85	\$24.93
Union	\$15.01 to \$23.01	\$18.82

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	20%	0%	70%
Dental	20%	0%	70%
Vision	20%	0%	70%
Life	0%	0%	30%
Sick Leave	90%	0%	0%
Vacation	60%	0%	0%
Retirement	10%	10%	50%
Child Care	0%	0%	0%
Other	0%	0%	0%

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	94%	4%	2%
Average Hours Per Week	40	19	10

Promotional Opportunities:

20% Promote

80% Don't Promote

Promotional opportunities may lead to positions such as Administrator or Principal. However, advancement requires achieving the appropriate education.

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 940 employees 2001 Growth Rate: 2.2% - Slower than the average Note: The current trend in California toward class size reduction should be soon reflected in general teacher shortages, indicating a good outlook for credentialed teachers.

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 210 Job openings

Turnover

4% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 10% had swing-shift.

Where the Jobs are: Major Industry is:

Elementary and Secondary Schools

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	40%	10%	50%	12	
Other Occupational Experience Accepted	0%		100%	0	
Training Acceptable in Lieu of Experience	60%		40%	10	
Technical or Vocational Training Required	60%	0%	40%	12	Teaching Credential Program

100	Edu	cati	on:

Minimum level of education required by employers when hiring an applicant.:

100%	Bachelor's Degree	(4 Years)

Recruitment Methods

The top three most successful methods:

80%	Internet
70%	Newspaper Ads
30%	Colleges or Universities/Word of Mouth

№ License and Certifications:

The requirements for a credential to teach in California public classrooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

Desired Qualifications

Essential: knowledge of classroom management, audiovisual teaching techniques, grading standards, tutoring techniques, early childhood development, and variety of cultures; possession of State Teacher's Certification, oral communication skill, and patience; ability to administer first aid and write effectively. Important: knowledge of problem solving techniques, record keeping and algebra; possession of artistic and musical skills. Other: knowledge of counseling techniques; possession of Spanish language fluency; ability to analyze and solve problems, work long hours, and interact well with others.

Training Sources

Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers offering related training programs.

Computer Software Sought

	23 Compater Contware Coagni				
100%	Word Processing				
60%	Spreadsheet				
60%	Database				
40%	Desktop Publishing				
40%	Industry Related Software				

TEACHERS – ELEMENTARY SCHOOL

CCOIS

TEACHERS - SECONDARY SCHOOL

2001

OES Code: 313080

6 Employers Surveyed

349 Jobs Represented

46% Male

54% Female

Description:

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

Alternate Job Titles:

No alternate job titles were reported.

Wages:

	Range	Median
New, No Experience Union	\$13.58 to \$17.36	\$15.34
New, Experienced	\$19.00 to \$19.00	\$19.00
Union	\$15.52 to \$22.12	\$16.30
3 Years with Firm	\$23.00 to \$23.00	\$23.00
Union	\$17.04 to \$28.03	\$22.77

Promotional Opportunities:

100% Don't Promote

None of the employers surveyed promote their personnel.

Employment Trends:

EDD Projections

2001 Size: Very Large - Approximately 400 employees 2001 Growth Rate: 3.3% - Slower than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 310 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	0%	0%	83%
Dental	0%	0%	83%
Vision	0%	0%	83%
Life	0%	17%	33%
Sick Leave	83%	0%	0%
Vacation	0%	0%	0%
Retirement	0%	0%	67%
Child Care	0%	0%	0%
Other	0%	0%	0%
· ·		·	·

Turnover

8% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 33% had swing-shift.

Mours:

	Full Time	Part Time	Temp or on Call
% of all Employees	94%	3%	3%
Average Hours Per Week	40	15	10

Where the Jobs are: Major Industry is:

Elementary and Secondary Schools

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	17%	33%	50%	11	
Other Occupational Experience Accepted	0%		100%	0	
Training Acceptable in Lieu of Experience	33%		67%	12	
Technical or Vocational Training Required	67%	0%	33%	12	Teaching Credential Program

M Education:

Minimum level of education required by employers when hiring an applicant.:

ı	1000/	Bachelor's Degree (4 Years)
ı	100%	Dachelor's Degree (4 Years)

Recruitment Methods

The top three most successful methods:

83%	Internet
67%	Newspaper Ads
50%	Colleges or Universities/Word of Mouth

License and Certifications:

The requirements for a credential to teach in California public classrooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

N Desired Qualifications

Essential: knowledge of classroom management, audiovisual teaching techniques, grading standards, and variety of cultures; possession of State Teacher's Certificate, clean police record, oral communication skills, and patience; ability to administer emergency first aid, perform advanced mathematical computations, and work independently.

Important: knowledge of problem solving techniques, possession of record keeping, public contact skills; ability to handle crisis situations, plan and organize the work of others, and write legibly.

Other: knowledge of counseling techniques; possession of Spanish language fluency; ability to work long hours, and work as part of a team.

Training Sources

Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

100%	Word Processing
67%	Spreadsheet
33%	Database
33%	Desktop Publishing
33%	Industry Related Software

TEACHERS - SECONDARY SCHOOL

CCOIS

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

2001

OES Code: 580280 15 Employers Surveyed

66 Jobs Represented

88% Male

12% Female

No Description:

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Alternate Job Titles:

Receiving & Transfer Dock Clerk, Material & Store Clerk, Retail Nursery Worker, Inventory Control Coordinator, and Warehouse & Inventory Control Technician.

Wages:

	Range	Median
New, No Experience Union	\$6.25 to \$9.00	\$7.00
New, Experienced Union	\$6.25 to \$16.78	\$7.50
3 Years with Firm	\$6.50 to \$19.18	\$11.67
Union		

Unionization is negligible for this occupation.

Benefits:

	Employer Pays All	Shared Cost
	Full time	Full time
Medical	27%	60%
Dental	13%	53%
Vision	13%	40%
Life	33%	33%
Sick Leave	67%	0%
Vacation	73%	0%
Retirement	40%	27%
Child Care	0%	0%
Other	7%	0%

Other Benefit Listed: Store Discount.

Mours:

	Full Time	Part Time	Temp or on Call	Seasonal
% of all Employees	87%	8%	2%	3%
Average Hours Per Week	40	32	4	45

Promotional Opportunities:

80% Promote 20% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Manager, Operator, Merchandiser, Inventory Purchaser, Office Clerk, Sales Person, or Key Carrier. Promotions/advancements may be dependent upon job opening availability in certain firms. Employees can test for positions and be placed on a waiting certification list for interviewing.

Employment Trends:

EDD Projections

2001 Size: Large - Approximately 160 employees 2001 Growth Rate: 3.1% - Slower than the average

2001 Madera County Growth: 4.1%

7 Year Projection: (1997 - 2004): 50 Job openings

Turnover

15% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Difficult Inexperienced: Not Difficult

Shifts:

100% of employers had day shift, 7% had swing-shift, 7% had graveyard shift.

Commercial Printing
Prepackaged Software
U.S. Postal Service
Lumber And Other Building Materials

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	13%	40%	47%	11	
Other Occupational Experience Accepted	75%		25%	15	Inspector Packer, Ordering & Purchasing Clerk, Counter and Stock Clerk, and Warehouse Worker
Training Acceptable in Lieu of Experience	25%		75%	6	
Technical or Vocational Training Required	7%	0%	93%	12	On-the-job Training

Education:

Minimum level of education required by employers when hiring an applicant.:

33%	Less than High School
67%	High School

Recruitment Methods

The top three most successful methods:

1110 10	b tinee most successful methods.
60%	Employee Referrals
60%	Walk-In Applicants
33%	In-House Promotion or Transfer/Newspaper Ads

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of personal computers or computer terminals, inventory techniques, record keeping, and problem solving; ability to operate fork lift, lift at least 60 lbs. repeatedly, and use a calculator.

Important:

Other: ability to interact well with others, work under pressure, follow oral instructions, and write legibly.

Training Sources

Trainees usually develop the necessary skills on the job.

Computer Software Sought

66%	Industry Related Software
17%	Word Processing
17%	Database
17%	Internet

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

CCOIS

TRUCK DRIVERS -HEAVY OR TRACTOR TRAILER

2003

SOC Code: 53-3032

17 Employers Surveyed

125 Jobs Represented

97% Male

3% Female



Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial driver's license.

Alternate Job Titles:

Feeder.

Wages:

	Range	Median
New, No Experience	\$8.00 to \$14.38	\$10.00
Union		
New, Experienced	\$9.00 to \$16.25	\$12.00
Union		
3 Years with Firm	\$11.88 to \$19.38	\$15.00
Union		

Promotional Opportunities:

71% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Dispatcher, Foreperson, and Warehouse Worker.

Employment Trends:

EDD Projections

2003 Size: Very Large - Approximately 350 employees 2003 Growth Rate: 1.2% - Slower than average

2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 60 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	41%	0%	47%
Dental	24%	12%	29%
Vision	18%	6%	24%
Life	29%	6%	6%
Sick Leave	12%	0%	12%
Vacation	76%	0%	6%
Retirement	29%	12%	24%
Child Care	0%	0%	0%
Other	0%	0%	0%

Turnover

10% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Shifts:

94% of employers had day shift, 18% had graveyard shift, 12% had on-call and 5 am shifts.

Mours:

	Full Time	Seasonal
% of all Employees	90%	10%
Average Hours Per Week	41	15

	,
Local Trucking, without storage	
Plastic Pipe	
Ready Mix Concrete	
Fresh Fruits & Vegetables	

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	71%	24%	6%	23	
Other Occupational Experience Accepted	29%		71%	18	Truck Driver, Dairy Farmer Field
Training Acceptable in Lieu of Experience	31%		69%	3	
Technical or Vocational Training Required	24%	6%	71%	5	Truck Driving School

M Education:

Minimum level of education required by employers when hiring an applicant.:

65%	Less than High School
35%	High School

Recruitment Methods

The top three most successful methods:

88%	Walk-In Applicants
71%	Word of Mouth
53%	Newspaper Ads

National License and Certifications:

All heavy truck drivers are required to obtain a special Commercial Driver's License (CDL) from the State in which they live. To qualify for a CDL, applicants must pass a knowledge test and demonstrate that they can operate a commercial truck safely. The U.S. Department of Transportation establishes minimum qualifications for truck drivers who are engaged in interstate commerce. A driver must be at least 21 years old and pass a physical examination. Good hearing, 20/40 vision with or without glasses or corrective lenses, normal use of arms and legs (unless a waiver is obtained), and normal blood pressure are the main physical requirements. In addition, drivers must take a written examination on the Motor Carrier Safety Regulations of the U.S. Department of Transportation.

Desired Qualifications

Essential: knowledge of safety procedure, record keeping, and driving log-book; possession of good DMV record; ability to drive tractor-trailer trucks, long distance truck driving, loading/unloading freight, and lift at least 75 lbs.

Important: knowledge of basic mathematical computations and local streets; possession of map reading skills; ability to read/follow instructions, and read invoices.

Other: knowledge of weights and measurements; ability to complete forms and work independently.

Training Sources

Training can be obtained through private and public technical-vocational schools. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Computer Software Sought

No computer skills required

TRUCK DRIVERS -HEAVY OR TRACTOR TRAILER

CCOIS

TRUCK DRIVERS, LIGHT OR DELIVERY SERVICES

2003

SOC Code: 53-3033

14 Employers Surveyed

67 Jobs Represented

87% Male

13% Female



Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.

Alternate Job Titles:

Control Operator.

Wages:

	Range	Median
New, No Experience Union	\$6.90 to \$10.00	\$8.00
New, Experienced Union	\$6.75 to \$11.00	\$9.20
3 Years with Firm Union	\$7.28 to \$15.00	\$12.00

Promotional Opportunities:

43% Promote

57% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, Lead Person, Salesperson, and from seasonal to permanent employment.

Employment Trends:

EDD Projections

2003 Size: Very Large - Approximately 255 employees

2003 Growth Rate: 1.8% Average 2003 Madera County Growth: 1.9%

7 Year Projection: (1999-2006): 54 Job openings

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	43%	0%	43%
Dental	29%	7%	29%
Vision	21%	7%	14%
Life	43%	14%	7%
Sick Leave	43%	0%	0%
Vacation	93%	0%	0%
Retirement	36%	0%	50%
Child Care	0%	0%	7%
Other	0%	0%	0%

Turnover

6% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Shifts:

100% of employers had day shift, 7% had graveyard shift.

Mours:

	Full Time	Seasonal
% of all Employees	76%	24%
Average Hours Per Week	41	40

Sanitary Services
Refuse Systems
Local Trucking, without storage
Confectionery

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	50%	21%	29%	20	
Other Occupational Experience Accepted	57%		43%	18	Mechanical, Warehouse, Forklift Driver, Hazardous Material
Training Acceptable in Lieu of Experience	20%		80%	8	
Technical or Vocational Training Required	7%	0%	93%	9	Truck Driving

Education:

Minimum level of education required by employers when hiring an applicant.:

43%	Less than High School
57%	High School

Recruitment Methods

The top three most successful methods:

1110 10	p three most successful methods.
71%	Word of Mouth
64%	Newspaer Ads
57%	Walk-In Applicants

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of record keeping; possession of map reading skills and oral communication skills; ability t read/follow instructions, work independently, write legibly, read invoices, and load/unload freight.

Important: possession of public contact skills; ability to work on a timely fashion and lift at least 25 lbs.

Other: knowledge of local streets and product knowledge; possession of a good DMV record.

Training Sources

Trainees usually develop the necessary skills on the job.



No computer skills required

TRUCK DRIVERS, LIGHT OR DELIVERY SERVICES

CCOIS

WAITERS AND WAITRESSES

2002

OES Code: 650080

16 Employers Surveyed

155 Jobs Represented

18% Male

82% Female



Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well at tables. Does not include workers who only work at counters.

Alternate Job Titles:

Servers, Waitperson, Banquet Server, Snack Bar Helper, and Food Server.

Wages:

	Range	Median
New, No Experience	\$6.75 to \$7.60	\$6.75
Union		
New, Experienced	\$6.75 to \$9.00	\$6.75
Union		
3 Years with Firm	\$6.75 to \$10.00	\$6.75
Union		

"Wages" is simply base pay. The supplemental salary is based on tips, varying considerably from weekdays to weekends and depending upon the level of experience.

Benefits:

	Employer Pays All	Employee Pays All	Shared Cost
	Full time	Full time	Full time
Medical	0%	6%	6%
Dental	0%	0%	0%
Vision	0%	0%	0%
Life	0%	0%	0%
Sick Leave	13%	0%	0%
Vacation	13%	0%	0%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Mours:

	Full Time	Part Time	Seasonal
% of all Employees	25%	74%	1%
Average Hours Per Week	37	23	16

Promotional Opportunities:

44% Promote

56% Don't Promote

Promotional opportunities may lead to positions such as Manager, Assistant Manager, Supervisor, Bartender, or Banquet Captain.

Employment Trends:

EDD Projections

2002 Size: Large - Approximately 373 employees

2002 Growth Rate: 1.8% - Average 2002 Madera County Growth: 1.9%

7 Year Projection: (1999 - 2006): 191 Job openings

Turnover

52% annually, based on employers' responses.

Supply and Demand:

Degrees of difficulty employers have in finding qualified

applicants:

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Shifts:

88% of employers had day shift, 81% had swing-shift, 6% had graveyard shift, 25% had split shifts.

Eating and Drinking Places	
Amusement and Recreation Services	

	YES	Not Required but Preferred	NO	Average Length (Months)	Type of Experience or Training
Work Experience Required	25%	56%	19%	9	
Other Occupational Experience Accepted	38%		62%	6	Customer Service Experience, and Working with the Public
Training Acceptable in Lieu of Experience	62%		38%	3	
Technical or Vocational Training Required	0%	0%	100%	0	No required training

Education:

Minimum level of education required by employers when hiring an applicant.:

69	9%	Less than High School
3	1%	High School

Recruitment Methods

The top three most successful methods:

88%	Walk-In Applicants
81%	Word of Mouth
56%	Newspaper Ads

License and Certifications:

None.

Desired Qualifications

Essential: knowledge of cash handling and basic mathematical computation; possession of grooming standards and public contact skills; ability to operate a computerized cash register, lift at least 30 lbs., and stand for prolonged periods.

Important: possession of good memory skills and oral communication skills; ability to interact well with others. Other: ability to work under pressure, work with close supervision, and write legibly.

Training Sources

Training can be obtained through public and private vocational schools, and restaurant associations. Trainees usually develop the necessary skills on the job. Refer to the Training Directory in this report for a list of service providers who offer related training programs.



No computer skills required

WAITERS AND WAITRESSES

CCOIS



Appendix A

Training Providers



Training Directory

This training directory is a compliment to the 2003 Occupational Outlook Report. It provides a sample of the available schools and community colleges in Madera County. Eligible training providers operating in Madera County offer training in locally defined demand occupations. Sometimes a reference giving an address locates a training provider outside Madera County.

The schools and facilities listed in the training directory are not endorsed by the Madera County Workforce Development Office (WDO) or by the Employment Development Office (EDD), Labor Market Information Division (LMID). Please note that information concerning training programs may change frequently. We recommend that schools be contacted to verify information listed in this profile.

The Madera County Workforce Development Office maintains a webpage that provides links to the California Eligible Training List (E.T.P.L.), training providers, and Madera County demand occupations. To access Madera County Workforce Development Office website visit the address:

www.maderaworkforce.org

Provider: Advance Truck Driving School

Address: 2953 South East Avenue

Fresno, CA, 93725

Phone: (559)441-4345 Fax: (559)4414348

Internet/URL: www.advancedtruckschool@msn

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Business Productivity Group

Address: 1477 East Shaw Ave., #140

Fresno, CA, 93710

Phone: (559)244-6300 Fax: (559)244-6305 Internet/URL: www.bpginc.com

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: California School of Technology

Address: 5465 East Hedges Ave.

Fresno, CA, 93727

Phone: (559)456-3902 Fax: (559)456-4291

Internet/URL: www.caschooloftech.net

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Career Solutions

Address: 1330 DeCoto Road

Union City, CA, 94587

Phone: (510)429-9170 Fax: (510)429-9171

Internet/URL: cscollege.com

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes

Provider: Central Valley Opportunity

Center

Address: 455 S. Pine St. Ste. 101A

Madera, CA, 93638

Phone: (559)662-4574 Fax: (559)673-8556

Internet/URL: www.cvoc.org

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Clovis Adult School

Address: 1452 David E. Cookway

Clovis, CA, 93611

Phone: (559)327-2800 Fax: (559)327-2889

Internet/URL: www.clovisadultschool@cusd.com

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Computer Training Institute

Address: 567 West Shaw Suite A-1

Fresno, CA, 93704

Phone: (559)229-2888 Fax: (559)229-2886 Internet/URL: www.cticc.com

Financial Aid:	No
Vocational Assessment:	No
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	No
Open Entry/Open Exit:	No



Provider: Five Rivers Truck School

Address: 2224 S. Maple Ave.

Fresno, CA, 93725

Phone: (559)486-0740 Fax: (559)486-1982

Internet/URL: j.rai@comcast.net

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes

Provider: Galen College Address: 1325 North Wishon

Fresno, CA, 93728

Phone: (559)264-9726 Fax: (559)264-0985

Internet/URL: www.galencollege.com

Financial Aid:	Yes
Vocational Assessment:	No
Job Placement:	Yes
Disabled Student Access	No
Counseling:	No
Open Entry/Open Exit:	Yes



Provider: Golden State Business College

Address: 1320 E. Shaw Ave.

Fresno, CA, 93726

(559)733-4040 Phone: Fax: (559)241-4060

Internet/URL: www.goldenstatecollege.com

Financial Aid:	Yes
Vocational Assessment:	No
Job Placement:	Yes
Disabled Student Access	No
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Golden State Truck School

Address: 1550 Broadway Ave.

Atwater, CA, 95301

Phone: (209)358-7447 Fax: (209)358-7171

Internet/URL: GSTS1995@AOL.com

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Financial Aid:	No
Vocational Assessment:	No
Job Placement:	Yes
Disabled Student Access	No
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Goodwill of San Joaquin Valley

Address: 1077 East Shaw

Fresno, CA, 93710

Phone: (559)224-0162

Fax: (559)224-0285

Internet/URL: www.goodwill-sjv.org

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes

Provider: **Heald College**Address: 255 West Bullard

Fresno, CA, 93704

Phone: (559)438-4222 Fax: (559)438-0948 Internet/URL: www.heald.edu

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	No



Provider: Hi-Tech Vocational Institute

Address: 2422 N. Marks, PMB #641

Fresno, CA, 93722

Phone: (559)255-7886 Fax: (559)255-7786

Internet/URL: martha_htvi@msn.com

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Industrial Technology Academy

Address: 4539 N. Brawley #108

Fresno, CA, 93722

Phone: (559)276-6662 Fax: (559)276-9344

Internet/URL: kentb@technicon.net

Financial Aid:	No
Vocational Assessment:	No
Job Placement:	No
Disabled Student Access	Yes
Counseling:	No
Open Entry/Open Exit:	Yes



Provider: Institute of Technology

Address: 731 West Shaw Ave.

Clovis, CA, 93612

Phone: (559)297-4500

Fax: (559)297-5822

Internet/URL: www.fresnotech.com

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	No

Provider: Madera Adult School

Address: 26355 Avenue 13

Madera, CA, 93637

Phone: (559)675-4425 Fax: (559)675-4562

Internet/URL: http://madera.k12.ca.us/mas

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Varies on Trg



Provider: Major Express Truck School

Address: 3342 N. Weber Ave.

Fresno, CA, 93722

Phone: (559)485-5949 Fax: (559)486-8453

Internet/URL: gabriel@majorexp.com

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	No
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: **Merced College**Address: 3600 M Street

Merced, CA, 95348

Phone: (209)384-6000

Fax: (209)384-6167

Internet/URL: www.mccd.edu/allied health

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	No
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	No



Provider: Merced County Office of

Education

Address: 632 West 13th Street

Merced, CA, 95340

Phone: (209)381-6607 Fax: (209)381-6766

Internet/URL: www.mcoe.org

Financial Aid:	No
Vocational Assessment:	No
Job Placement:	No
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes

Provider: Microcomputer Education

Center

Address: 2002 North Gateway Blvd.

Fresno, CA, 93727

Phone: (559)456-0623

Fax: (559)456-0188

Internet/URL: www.mced.com

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	- ••
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: MTMA Schools

Address: 1313 P Street

Fresno, CA, 93721

Phone: (559)268-0938 Fax: (559)268-0558

Internet/URL: www.mtmaschools.com

Financial Aid:	No
Vocational Assessment:	No
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	No
Open Entry/Open Exit:	No



Provider: National Training Institute

Address: 1755 North Gateway Blvd.

Fresno, CA, 93727

Phone: (559)456-1522 Fax: (559)456-4841

Fax: (559)456-4841 Internet/URL: www.ntiusa.com

No
Yes



Provider: New Horizons Computer

Learning

Address: 1630 East Shaw Ave., #166

Fresno, CA, 93710

Phone: (559)241-0107

Fax: (559)241-0147

Internet/URL: www.newhorizons.com

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	No

Provider: **Quality College**Address: 1570 North Wishon

Fresno, CA, 93728

Phone: (559)497-5050 Fax: (559)264-4454

Internet/URL: www.qualityschool.com

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	No



Provider: Quality College School of

Culinary Arts

Address: 1848 North Woodson

Fresno, CA, 93705

Phone: (559)497-5050 Fax: (559)264-4454

Internet/URL: www.qualityschool.com

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	
Disabled Student Access	
Counseling:	
Open Entry/Open Exit:	Yes



Provider: Quality College School of

Transportation

Address: 1848 North Woodson

Fresno, CA, 93705

Phone: (559)497-5050 Fax: (559)264-4454

Internet/URL: www.qualityschool.com

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	No
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: Quality College School of Voc

Training

Address: 1570 Norht Wishon

Fresno, CA, 93728

Phone: (559)497-5050 Fax: (559)264-4454

Internet/URL: www.qualityschool.com

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	No

Provider: San Joaquin Valley College

Address: 295 East Sierra

Fresno, CA, 93710

Phone: (559)448-8282 Fax: (559)448-8250 Internet/URL: www.sjvc.edu

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Varies on Trg



Provider: SCCCD-Fresno City College

Address: 1101 E. University Ave.

Fresno, CA, 93741

Phone: (559)442-4600 Fax: (559)485-7304 Internet/URL: www.sccd.net

Financial Aid:	Yes
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	Yes
Open Entry/Open Exit:	Yes



Provider: SCCCD-Reedley College

Address: 995 North Reed

Reedley, CA, 63654

Phone: (559)638-3641 Fax: (559)638-5040

Internet/URL: www.reedleycollege.com

Financial Aid:	Yes
Vocational Assessment:	
Job Placement:	No
Disabled Student Access	
Counseling:	Yes
Open Entry/Open Exit:	No



Provider: SCCD-Madera Center

Address: 30277 Avenue 12

Madera, CA, 93638

Phone: (559)675-4800

Fax: (559)675-4803

Internet/URL: www.northcenters.com

Financial Aid:	Yes
Vocational Assessment:	No
Job Placement:	No
Disabled Student Access	Yes
Counseling:	No
Open Entry/Open Exit:	No

Provider: Southwest Technical College

Address: 1805 N. Lafayette Suite 104

Fresno, CA, 93705

Phone: (559)2377-2947 Fax: (559)237-2922

Internet/URL: www.swtechcollege.com

Phone: Fax:

Phone: Fax:

Fax:

Financial Aid:	No
Vocational Assessment:	Yes
Job Placement:	Yes
Disabled Student Access	Yes
Counseling:	No
Open Entry/Open Exit:	Yes



Provider: Financial Aid:

Address: Vocational Assessment:

Job Placement:
Disabled Student Access

Counseling:

Internet/URL: Open Entry/Open Exit:



Provider: Financial Aid:
Address: Vocational Assessment:

Job Placement:

Disabled Student Access

Counseling:

Internet/URL: Open Entry/Open Exit:



Provider: Financial Aid:

Address: Vocational Assessment:

Job Placement:

Phone: Disabled Student Access

Counseling:

Internet/URL: Open Entry/Open Exit: